

CAPITAL IMPROVEMENT POLICY

In order to maintain consistency throughout, effective immediately, budgetary units included in Medical School Administration must follow the processes outlined below for any capital improvement expenditures. Items should not be ordered without Finance pre-approval:

Computers

Replacement of computers will be scheduled and facilitated by Finance. Desktop workstations will be replaced every five years and laptops will be replaced every four years. If the need arises to replace a computer earlier than it is scheduled for, a request for deviation from this policy can be submitted to Finance and will be reviewed for approval by the CFO. For self-supporting units, replacement costs will be funded by their individual budget. For units that are supported centrally, funding for replacement will come from a pooled account. Units will be notified at the start of each calendar year which computers are eligible for replacement. Old computers must be recycled when the new device arrives.

Guidelines for units included in the pooled funding:

- Computers will be replaced with a like standard model (PC replaces PC, Mac replaces Mac, etc).
- Monitors up to 22" will be considered standard purchase. Anything larger needs a reasonable business purpose and approval from CFO.
- Mouse and keyboard accessories and docking stations will only be covered by pooled funding during a replacement. Any accessories needing replacement in between computer replacements will be the responsibility of individual units.
- Printers and other accessories are not a part of the pooled process and will remain the responsibility of individual units.

Desks and Other Large Furnishings

Desks, including standing desks, large shelving, and other significant furniture orders must be routed through Finance for approval prior to ordering. This does not include small items such as desk lamps, etc. Requests for standing desks will be considered on an as needed basis using the standard model that was ordered during the bulk implementation of standing desks.

Office (desk) chairs must be routed through Finance for approval prior to ordering. Every effort should be made to utilize chairs already in our possession prior to ordering a new one. If you aren't able to fulfill your needs using this method, contact Finance for pre-approval of a new purchase. There are many resources at http://www.dehs.umn.edu/ergo_office.htm to help you identify what chair to order. The standard range for chair price is \$600-\$700. Once approved, the chair will be purchased using a Dean's Office facilities budget, rather than the unit's budget.

Attempts to fulfill other large furnishing needs (shelving, etc) should be made using spare furniture or the Reuse Center. If you aren't able to fulfill your needs using this method, contact Finance for pre-approval of a new purchase. UMarket will be the preferred vendor and the item will be covered using a Dean's Office facilities budget, rather than the unit's budget.

Paint and Carpeting

Requests for paint, carpeting, or carpet replacement should be communicated to Finance. If it is determined that a consultation is appropriate, it will be routed to AHC Facilities for further evaluation. Facilities will make a determination as to whether painting, carpeting, or carpet replacement is necessary. If Facilities determines there is sufficient need, it will be covered using a Dean's Office facilities budget.

Other Items

The following is a list of items included, but not limited to, that may be subject to this policy. Please contact Finance prior to purchasing:

- Desk chairs (does not include conference room chairs)
- Bookshelves
- Desks
- File cabinets
- Air conditioners/heaters/air purifiers
- Technology upgrades (does not include the computer replacement cycle, which is communicated separately)
- Lighting
- Refrigerators