



**COLORADO
COLLEGE**

Banner Capital Equipment Request Process Guide





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- General guidelines
- How are funds awarded?
- Who does what?
- Timeline
- Purchasing
- Using Self Service Banner (SSB) to request capital equipment



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General Guidelines

Each year, departments are given the opportunity to request funds for the purchase of capital equipment.

Included in this process:

- Equipment (office furniture, classroom furniture, lab equipment, grounds equipment, common area furniture, etc.) costing **more than \$1,000 per item.**

NOT included in this process:

- Equipment costing **less than \$1,000 per item** or deemed disposable. These items are to be purchased using departmental budgets.
- Requests for space renovation and modernizations. These items are to be requested using a [Space Request form](#) in accordance with the Space Governance policy ([Space Request Process - Colorado College](#)).
- Requests for computers and smart classroom equipment. These items are to be requested through ITS.



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General Guidelines (continued)

- The College has strategic partnerships with select furniture vendors. Facilities will work with you to price your furniture request. Please email capitalrequests@coloradocollege.edu for further information.
- Please consider whether your capital equipment will require installation, and if so, remember to submit a [Project Initiation Request](#) through Facilities. Please allow a minimum of two weeks for Facilities to provide a cost estimate.
 - Any costs associated with installation by the Facilities department, if applicable, need to be included within the Capital Equipment Request.
- If you are making a request for a common area, please ensure all other impacted departments are aware of the request. Common area requests are considered separately and are not associated with your department once submitted.



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General Guidelines (continued)

- Funds awarded must only be used for approved items.
- Approved requests must be purchased and received by June 30, 2027.
- Amounts assigned for capital equipment cannot be rolled for use in future years. If the item is not purchased within the year, a new capital equipment request will be required.
- Requesters should ensure that their Cabinet Member or Academic Department Chair has reviewed the request and agrees the submission is in line with departmental needs and priorities.



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How are funds awarded?

There are limited funds available for capital equipment requests.

Each request is evaluated by the Capital Committee. This includes representation from:

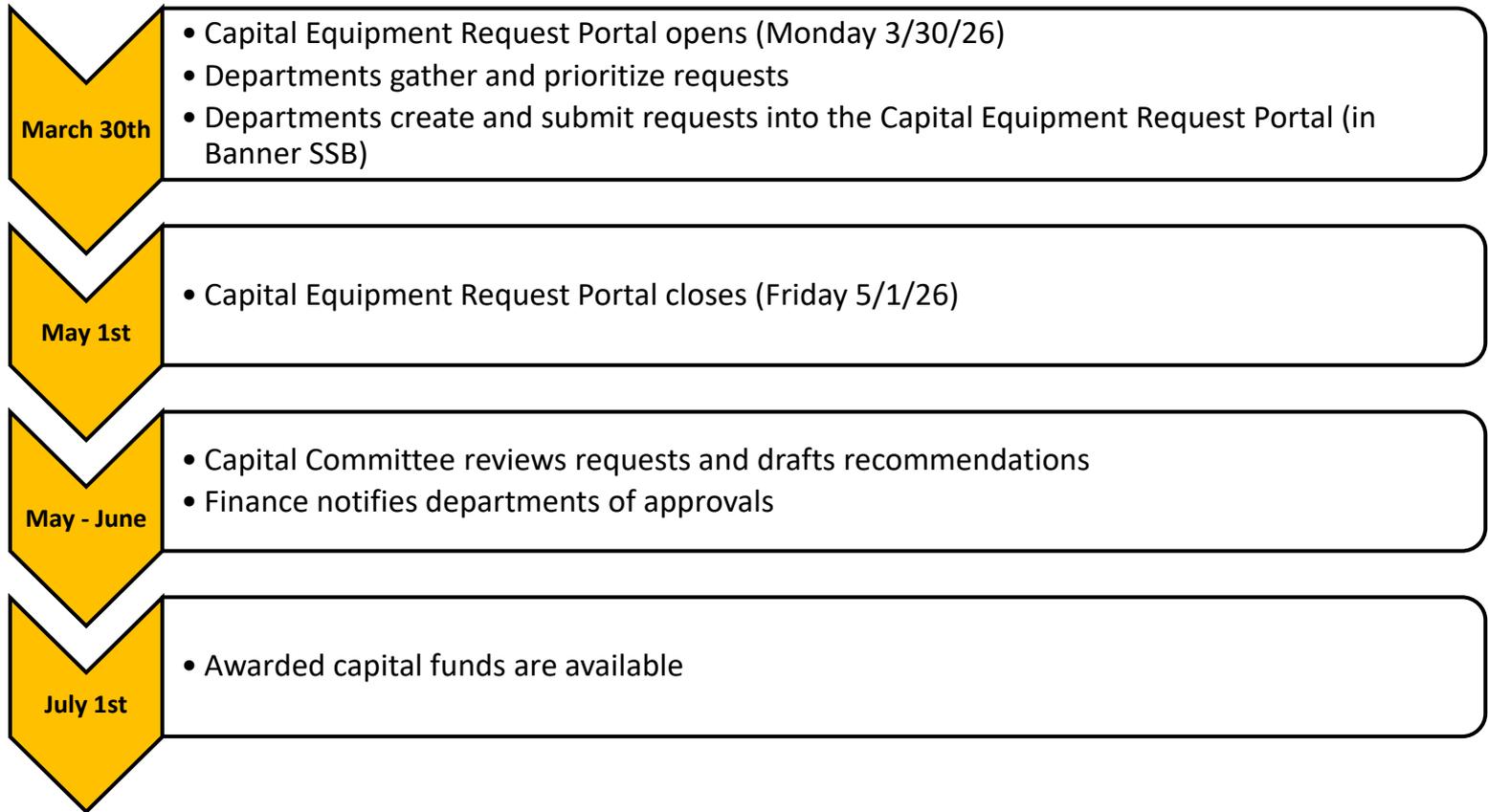
- Finance
- Dean of the Faculty
- Facilities
- ITS (as required)

Together, the Committee makes award recommendations to the VP Finance / CFO. The final awarding of funds for capital equipment is decided by the VP Finance/CFO and the President.



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Timeline





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Purchasing Guidelines

- Ensure you consider lead time on all purchases. You must receive all capital equipment on campus before the end of the fiscal year.
- Do not spend more than the approved purchase amount.
- Please contact the Finance Office if you run into any issues with pricing, as expenditures more than the submitted purchase amount must be approved in advance and covered by the department's budget.



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Using Self-Service Banner (SSB) to Request Capital Equipment





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SIGN IN TO CC

Email (Office 365)

Check and send emails, access other tools in Office 365.

Banner (SSB)

Manage employee and academic information.

Bridge

Access HR/performance management tools.

Canvas

Access course materials and assignments online.

CARE Team Report

Submit concerns about student well-being.

Employment Portal

Find and apply for jobs at CC.

Events Management (Momentum)

Reserve campus space for your event.

INB 9 (Prod)

Access Internet Native Banner for production.

Qualtrics

Create and distribute surveys.

Stellic

Plan and track your academic journey.

Summit

Register for a variety of activities and other things.

Zoom

Join and host online meetings.

Sign in to Colorado College and select Banner (SSB).



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SELF-SERVICE BANNER

[Personal Information](#) [Student Services](#) [Employee](#) [Finance](#)

Search

From the top of the page, select the Finance tab or select Finance under the main menu.

Main Menu

[Personal Information](#)

View addresses and phones, ethnicity and race information, and change your PIN.

[Student Services](#)

Search the Catalog and Class Schedule, view Class Lists and Student Information

[Employee](#)

Benefits, leave or job data, paystubs and W4.

[Finance](#)

Create or review financial documents, budget information, approvals.

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Go

Finance

You are about to view confidential information. If you continue, you agree not to reproduce, retransmit, disseminate, sell, or use the information available on this Site for any unlawful purpose.

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[Budget Development](#)

[Capital Equipment Requests](#)

[Budget Increase Request](#)

[Transaction Detail](#)

[Fund/Orgn Management](#)

Controllers Office use only.

Select Capital Equipment Requests.



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Capital Equipment Request [Capital Equipment Request Form](#)

Fiscal Year 2027

Welcome to the Capital Equipment Request Portal.

Here, you can:

- Create a new capital equipment request
- View/modify existing capital equipment requests

Please refer to the [Finance website](#) for more details on:

- Timelines to submit capital equipment requests
- What is a capital equipment request
- Instructions on how to create and edit a capital equipment request

1. Select the Capital Equipment Request Form to create a new request.
2. Refer to the Finance website for detailed instructions on how to create a Capital Equipment Request.



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Capital Equipment Request Form

Organization Code *

Choose the organization for this request.

133001 - Budget Office

Choose the org code that applies to the request. Only those org codes assigned to your SSB account will be visible here.

College Impact *

Where will your request, if funded, impact or serve the college? Please select from the dropdown.

Office Furniture

Select the impact of the request and how this request will support the College.

Departmental Priority

If you are making multiple requests for funds, please indicate the priority of this request. 1 is highest priority.

Priority

Assign a priority to the request. Do not assign the same priority to multiple requests or the system will re-number each item. Note – do not assign a priority to any Common Area requests.

Item(s) Requested *

Please describe your item (e.g. replace old cabinets with fire proof ones). Please limit the description to 100 characters.

Replace existing cabinets with fire-proof cabinets

In 100 characters or less, describe the item(s) requested.



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Rationale *

Please provide a brief explanation for your request (250 characters or less). Ensure you describe any health & safety and/or compliance issues

Confidential and sensitive data files that require fire safety protection.

In 250 characters or less, provide a brief explanation for the request.

Cost of item(s) requested, including shipping and installation *

Note, any ongoing maintenance/licensing/associated supply costs will be the responsibility of the department.

5000.00

Enter the cost of the item(s) requested, including shipping and installation costs.

Name of the Divisional VP / Chair *

Please add the name of the Divisional VP/Chair who approved this request

Lori Seager

Enter the name of the Cabinet Member or Divisional VP who has approved the request.

Email of Department Head

Please add the email of the Department Head if they also want to be directly informed of the status of this request.

jsmithwick@coloradocollege.edu

Please add the email of the Department Head if they also want to be informed of the status of this request.

Action [Submit this Capital Equipment Request](#)

Submit the request. You will be prompted to confirm. Select Ok.



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Capital Equipment Request

[Capital Equipment Request Form](#)

Fiscal Year 2027

133001 - Budget Office

Will Tarmon

Replace existing cabinets with fire-proof cabinets

Confidential and sensitive files that require fire safety protection.

Request # Priority Price

5150 1 5000.00

To create another request, click on the Capital Equipment Request Form again to be taken back to the input screen.



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Update or Delete a Capital Request





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Capital Equipment Request

Capital Equipment Request Form

Fiscal Year 2027

133001 - Budget Office

Will Tarmon

Replace existing cabinets with fire-proof cabinets

Confidential and sensitive files that require fire safety protection.

Request # Priority Price

5150 1 5000.00

On the main screen, select the request to be updated or deleted.



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Item(s) Requested *

Please describe your item(s). Please limit the description to 100 characters

Replace existing cabinets with fire-proof cabinets

Rationale *

Please provide a brief explanation for your request (250 characters or less). Ensure you describe all items requested.

Confidential and sensitive data files that require fire safety protection.

Make necessary updates. Scroll to the bottom of the page and select either Update or Delete.

Cost of item(s) requested, including shipping and installation *

Note, any ongoing maintenance/licensing/associated supply costs will be the responsibility of the department

5000.00

Name of the Divisional VP / Chair *

Please add the name of the Divisional VP/Chair who approved this request

Lori Seager

Email of Department Head

Please add the email of the Department Head if they also want to be directly informed of the status of this request

jsmithwick@coloradocollege.edu

Action

Update

Delete



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Thank you!





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Need Help?

Email the Financial Planning & Analysis Office:

fpa@coloradocollege.edu