

**Oneida Indian Nation
CAPITAL AUTHORIZATION FORM**

Part I - General Information

Company/LLC _____
 Account # _____
 Requested By _____

Department/Program _____
 Job Code/Project ID # _____
 Date Requested _____
 Dept / ID _____

Purpose of Expenditure _____

New _____ or Replacement _____

If replacement, what is planned for the existing item? Sell _____ Store _____ Dispose _____

Fixed asset disposal procedures:

To properly dispose of a fixed asset, the department that is disposing of the assets, need to complete an 'Asset Disposal Form'

PART 2 - ESTIMATED COSTS OF PROPOSED PROJECT

Dates	Description	Approved Budget Amount	Amount Requested	If Government Program is it Grant Funded (Yes or No)?	Contract Required (Yes or No)?
Total		\$ -	\$ -	\$ -	-

Budget Department: _____ Date: _____ Comments: _____

Director of Supply Chain _____ Date: _____ Comments: _____

Note: Bids will be obtained later in accordance with Supply Chain Department & Capital Expenditure Policies

PART 3 - ESTIMATED SAVINGS OR INCREASED REVENUE IMPACT (ROI)

Estimated Savings or Increased Revenue	\$ -
Cost of Investment	\$ -
# of Years to Pay Back Investment	- Years

PART 4 - APPROVAL/DECISION

Signature	Date	Comments
Department Head		
VP or CIO <small>Authorized up to and including \$25,000</small>		
Chief Operating Officer <small>Only needed when exceeds VP or CIO signing authority (up to and including \$300,000)</small>		
Vice President of Finance <small>Only needed together with COO when exceeds \$300,000 (up to and including \$500,000)</small>		
Chief Executive Officer <small>Required for all vehicle and real estate transactions and when amount exceeds \$500,000</small>		