

**Madison College
Capital Decision Matrix**

To be considered a capital item, an asset must cost over \$500 per item, unit or set and have a useful life of two years or more.

	Item Purchased:	Capital (Capital Borrow)	Operations (Annual Tax Levy)
1	Software license renewed annually		X
2	Software license with useful life of two or more years	X	
3	Equipment purchase under \$500		X
4	Equipment purchase combined over \$500	X	
5	Furniture purchased under \$500		X
6	Furniture purchase combined over \$500	X	
7	Consultant cost on a capital project	X	
8	Consultant cost on a non-capital project		X
9	Internal labor cost on a capital project (ask Controller)	X	X
10	Internal labor cost on a non-capital project		X
11	Additional Faculty and staff*		X
12	Computer desktops, laptops, monitors under \$500		X
13	Computer desktops, laptops, monitors over \$500	X	
14	Leases (ask Controller)		
15	Construction (ask Controller)		
16	Grant related tangible purchases (ask Controller)		
17	Improvements or Repairs and Maintenance (ask Controller)		
18	Training associated with a capital project (ask Controller)		
19	Donated assets (vehicles, art work, furniture.etc) ask Controller		

* Consult with your Dean / director if the position will be funded with Grant or enterprise monies