



# SOUTH DAKOTA BOARD OF REGENTS CAPITAL ASSET PURCHASE REQUEST

**Please check approval action needed:**

Board Authorization Required: \_\_\_\_\_

Executive Director Approval Required: \_\_\_\_\_

**Is this an Externally Funded Research Purchase?**

Yes \_\_\_\_\_

No \_\_\_\_\_

Institution: \_\_\_\_\_

Department: \_\_\_\_\_

Fund Source: \_\_\_\_\_

(SPECIFIC REVENUE SOURCE MUST BE IDENTIFIED)

Estimated Cost: \_\_\_\_\_

Item Description: \_\_\_\_\_

Purpose:

Institutional Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Date Approved by the Board of Regents: \_\_\_\_\_

Executive Director Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: Institutions are responsible for processing their requisitions through their procurement department.  
All supporting information must be attached with this request.**

*Policy 5:4: Capital asset purchases of \$250,000 to \$500,000 require Executive Director approval.  
Capital asset purchases exceeding \$500,000 requires Board of Regents approval.*