



**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, individual departments are given the opportunity to request funds for the purchase of capital equipment.

Included in this process:

- Equipment (office furniture, lab equipment, grounds equipment, etc.) costing **more than \$1,000 per item.**
- Space modernizations or installation costs that are required/directly related to capital equipment requested.

NOT included in this process:

- Equipment (calculators, digital cameras, office chairs, etc.) costing **less than \$1,000 per item** or deemed disposable. These items are to be purchased using operating funds.
- Requests for space modernizations that are not required/related to a capital equipment request.
- Requests for computers and smart classroom equipment. These items are to be requested through ITS.



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General Guidelines (continued)

- Funds awarded must only be used to purchase approved items.
- Approved requests must be purchased and received within the fiscal year.
- Amounts assigned for capital equipment cannot be used in future years. If the item is not purchased within the year, a new capital equipment request will be required.
- Please consider whether your capital equipment will require a space modernization for installation, and if so, remember to submit a [Project Initiation Request](#) through Facilities. Items requiring a space modernization for install without a completed Project Initiation Request and cost estimate from Facilities will not be approved. Please allow a minimum of two weeks for Facilities to provide a cost estimate.
- 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:

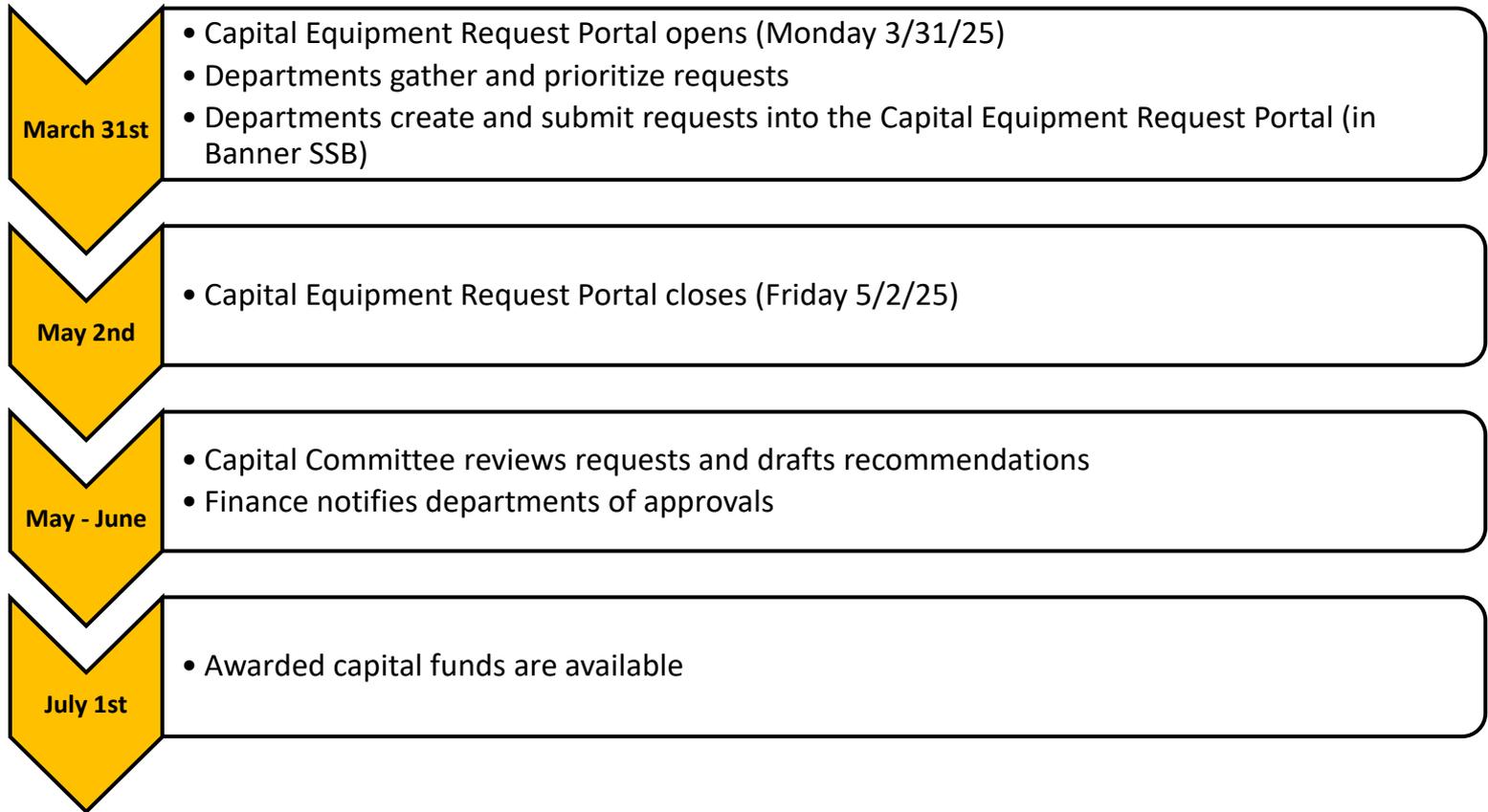
- Finance
- Dean of the Faculty
- Facilities
- ITS (as required)

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 operating 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) ☆	Banner (SSB) ☆
Bridge ☆	Canvas ☆
CARE Team Report ☆	Employment Portal ☆
Events Management ☆	INB 9 (Prod) ☆
Qualtrics ☆	Stellic ☆
Summit ☆	Zoom ☆

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



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SELF-SERVICE BANNER

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

Search

Main Menu

Personal Information

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

Employee

Benefits, leave or job data, paystubs and W4.

Finance

Create or review financial documents, budget information, approvals.

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

RELEASE: 8.11

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[Personal Information](#) [Employee](#) **[Finance](#)**

Search

Finance

You are about to view confidential information. If you continue, you agree not to reproduce, retransmit, disseminate, sell, disclose, or otherwise 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.





Capital Equipment Request

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

Fiscal Year 2026

[Admin](#)

Welcome to the Capital Equipment Request application!

This web application allows authorized users to request capital equipment for Colorado College.

Here is what you can do with this application.

- View and modify existing Capital Equipment Requests.
- Create a new Capital Equipment Request.
- Administrators can set the valid date range for entering Capital Equipment Requests.

Existing Capital Equipment Requests

The initial page displays your existing Capital Equipment Requests. Capital equipment requests has a header row and are broken down by the organization's code and title. Each capital equipment request, from right to left, and top to bottom, displays the following.

- Requester Name (shown in bold)
- Request Number
- Priority
- Price
- Divisional VP/Chair/Director review
- Custodian
- Request Item (shown in italics)
- Request Rational

Creating a new Capital Equipment Request

Up in the Title section, go to the right of the Instructions button, you'll notice a button initially labelled, "Capital Equipment Request Form". This button is a simple toggle that takes you between the your existing capital equipment requests page and the Capital Equipment Request Form.

If you're on the Existing Capital Equipment Request page, then this button says, "Capital Equipment Request Form". If you're on the Capital Equipment Request Form, then this button says, "Your Capital Equipment Requests".

To enter in a new capital equipment request, go to the Capital Equipment Request form. Enter in your Capital Equipment details and then submit the form. When finished, remember to submit your form! If you leave this page without submitting the form, or you time-out after 30 minutes, the data will not be saved.

Editing an existing Capital Equipment Request

Within your existing capital equipment requests page, note that hovering your mouse cursor over a row will highlight that row in blue. Left-clicking a highlighted row will take you to the Capital Equipment Request Form with all data fields prepopulated for that capital equipment request.

1. Select Instructions for an overview of the Capital Equipment Request Application.
2. Select the Capital Equipment Request Form to begin a new request.



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Capital Equipment Request

[Instructions](#)[Your Capital Equipment Requests](#)**Fiscal Year 2026**

Capital Equipment Request Form

Organization Code *

Choose the organization for this request.

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

Account Code *

Choose the account for this request.

Choose the account code that applies to the item you are requesting.

Departmental Priority

The committee will approve requests based on the priorities specified. Requests will be renumbered.

Priority

Make sure each request is assigned a unique priority. Do not assign the same priority to multiple requests or the system will re-number each item.

Type of Request *Item you are requesting is a Replacement (e.g. A new whiteboard replacing a chalkboard)
Net Addition (e.g. Created a new position and need a desk for)

Identify if this is a new/net addition request or a request to replace an existing item.

Item Request *

Please select your requested item from the list, or choose "Other".

Select the requested item. Or select Other.



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Other

If you selected "other" please describe your item (e.g. replace old cabinets)

If you selected "Other", clearly describe your request.

Estimated Price (Including shipping) *

The cost of standard items has been predetermined. Please key the amount of the estimated price of the item requested?

Enter the exact item price, including shipping. If unknown, enter your very best estimate.

2000

Annual Maintenance and/or Licensing Fee \$

If you are requesting an item that is a net addition to your department, enter any annual maintenance costs that may be associated with the purchase (i.e. annual calibration)

0

Enter Annual Maintenance, Licensing, and Additional Yearly Supply costs if applicable.

Additional Yearly Supply costs \$

If you are requesting an item that is a net addition to your department, enter any estimated supply costs associated with the purchase (i.e., supplies for new lab equipment)

0

Name of the Divisional VP/Chair/Director *

Please add the name of the Manager with whom this request was discussed

Enter the name of the Cabinet Member or Academic Department Chair who has reviewed and agrees with the request.

Lori Seager



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Name of the Custodian *

Who will be the "custodian" of the item. If it is in a common area, who will be most closely associated with this item (e.g. John Smith)?

Will Tarmon

Enter the person associated with, or directly accountable for, the request and their associated constituency (Staff, Faculty, Student, etc.)

Custodian Constituency *

Please select the constituency which most closely matches the custodian listed above.

Administrative Staff

Environmental Health & Safety*

Does this piece of machinery or equipment pose a risk to people or structure if it fails?

No

Does this piece of machinery or equipment cut, burn, crush, or irradiate when in use?

No

Answer if there are Environmental Health and Safety risks associated with the request.

Rationale *

Please provide a brief explanation for your request (250 characters or less) (e.g. "Current desk has broken drawers, and the drawer locks do not work properly.")

Current desk has broken drawers, and the drawer locks do not work properly.

In 250 characters or less, describe the reason for the request.

Renewal and Replacement Request

Please select Yes or No from the menu if there is an R&R request for this equipment.

No

All Renewal and Replacement Requests need to be submitted at the Facilities website.

If the answer to this question is yes, submit a Project Initiation Request at the Facilities website.

Action

Submit this Capital Equipment Request

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



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Capital Equipment Request

[Instructions](#)

[Capital Equipment Request Form](#)

Fiscal Year 2026

133001 - Budget Office

Request # Priority Price Custodian

Will Tarmon

5076 1 2000 Will Tarmon

Current desk has broken drawers, and the drawer locks do not work properly.

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

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

Fiscal Year 2026

133001 - Budget Office

Request # Priority Price Custodian

Will Tarmon	5076	1	2000	Will Tarmon
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Current desk has broken drawers, and the drawer locks do not work properly.

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



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banxelt.coloradocollege.edu says

Name of the Custodian *

Who will be the "custodian" of the item. If it is in a common area, who will

Will Tarmon

Custodian Constituency *

Please select the constituency which most closely matches the custodian I

Administrative Staff

banxeltr.coloradocollege.edu says

Are you sure you want to update this Capital Equipment Request?

OK

Cancel

Environmental Health & Safety*

Does this piece of machinery or equipment pose a risk to people or structure if installed?

No

Does this piece of machinery or equipment cut, burn, crush, or irradiate when in use?

No

Rationale *

Please provide a brief explanation for your request (250 characters or less) (e.g. "Life cycle replacement", "upgrad

Current desk has broken drawers, and the drawer locks do not work properly.

Make necessary updates. Scroll to the bottom of the page and select either Update or Delete. Just as with Submit, you will be prompted to confirm your response.

Renewal and Replacement Request

Please select Yes or No from the menu if there is an R&R request for this equipment.

No

All Renewal and Replacement Requests need to be submitted at the Facilities website <http://www.coloradocollege.edu/offices/facilities>.

Action

Update

Delete



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Thank you!





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Need Help?

Call or email

Will Tarmon x7170

wtarmon2024@coloradocollege.edu

or

Jen Smithwick x6694

jsmithwick@coloradocollege.edu