



## REQUESTING A CAPITAL OR EQUIPMENT ESTIMATE

If you have questions or need further assistance, please email at [planning@otc.edu](mailto:planning@otc.edu).

### WHO CAN SUBMIT A REQUEST FOR AN ESTIMATE?

- Program or department leadership can request estimates for capital projects.
- Estimate requests must have the program or department leader's respective Vice Chancellor approval prior to submission.

### WHEN CAN A REQUEST FOR AN ESTIMATE BE SUBMITTED?

- Estimate requests must be submitted four weeks prior to the due date.
  - For those completing full Integrated Plans, **requests must be submitted approximately mid-September to meet the October deadline.**
  - For all other programs/departments, **requests must be submitted approximately mid-October for the December 1 deadline.**

### WHERE CAN A REQUEST FOR AN ESTIMATE BE SUBMITTED?

- Requests should be submitted through the [maintenance work order system](#).
- Please refer to the [Maintenance Work Order System Help Guide](#) for more information.

### WHAT HAPPENS AFTER A REQUEST FOR AN ESTIMATE IS SUBMITTED?

- The Administrative Services team will review the request and provide an estimate within four weeks of the initial request.
- Any communications or additional information needed, etc. will be emailed to the requester and any associated employee added during the submission of the request in the maintenance work order system.

### CAN PROGRAMS OR DEPARTMENTS REQUEST AN OUTSIDE ESTIMATE?

- Program or department can request outside estimate but must provide the information to Administrative Services.
- Items receiving final budget approval must follow the Purchasing (Procurement) Decision Tree.