



Capital Requisition



Capital Planning Step 10

VUMC Users can create a Requisition for Capital Purchases for long-term fixed assets that can include purchasing machinery and equipment; land, buildings, or other infrastructure; furniture and fixtures; and software. Requests for capital must first be entered and approved within Capital Planning, where a Capital Request ID will be issued. This Capital Request ID is required for capital requisitions, in addition to a **Trackable Spend Category**, a **Project ID***, and a **Location ID**. Follow the steps below to create a Capital Requisition in Workday.

From the Workday Homepage:

- Select the Menu icon.
- 2. Select the **Requisitions** App.

Note: If the **Requisitions** App is not visible, use the **+Add Apps** button to add the **Requisitions** App to your menu.

- 3. Select the **gear** icon.
- 4. A new window will open. Under **Requisition Type**, select **Capital**.
- 5. Under **Project**, enter the **Project ID***(PJ____) that is tied to the Capital Request ID.
 The PJID* is obtained through the Capital Planning process.

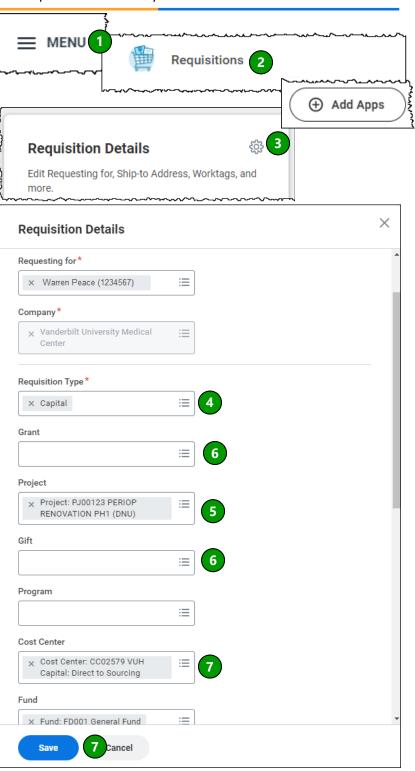
Note: The other required details will autopopulate based on the **Project ID* Number**. You can edit any items or add relevant information by selecting the appropriate field(s). Items marked with a red asterisk (*) are required.

- 6. Next, enter any applicable funding source worktags such as **Grant ID** and **Gift ID**.
- 7. Confirm **Cost Center ID** accuracy before reviewing other fields and selecting **Save**.

Use the documents for <u>Clinical Requisitions</u>, <u>Non-Clinical Requisitions</u>, and <u>Capital Requisition</u>
<u>Spend Categories</u> to access the remaining process for completing a requisition.

Reminders:

- 1. For **Capital Requisitions**, enter the **Project ID*** (PJ____) first.
- 2. Next, enter any applicable funding source worktags such as **Grant ID** or **Gift ID**.
- 3. Confirm Cost Center ID is accurate.



*Grant requisitions must use PJ00150

Page 1 of 1 01-21-2025