



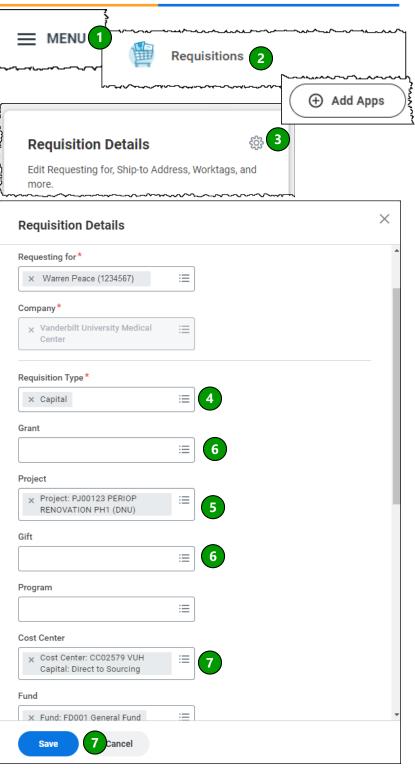
Capital Requisition



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**. Gift Use the documents for Clinical Requisitions and Non-Clinical Requisitions 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



QUESTIONS?

Please email BusinessEducation@vumc.org.



worktags such as Grant ID or Gift ID.

3. Confirm Cost Center ID is accurate.