


Policy No:	ADM-POL-COMP-0005
Policy Title:	Capital Expenditure Policy
Implementation Procedure:	ACA-PROC-COMP-0001 Budget Preparation Procedure
Date of Issuance:	S.Y. 2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Comptrollership
"Supersedes" Notification:	
Purpose of Policy:	This details the provisions governing the Capital Expenditure in the Colegio.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Capital Expenditure refers to the money that will be used to acquire and upgrade fixed assets which include equipment, properties and buildings. • All acquisition of equipment should be properly programmed in the capital budget schedule. • All acquisition, construction, and reconstruction shall be properly evaluated by capital budget committee. • All acquisition, construction, and reconstruction shall be properly approved by the following appropriate authority <ul style="list-style-type: none"> • Vice President for Finance – Php 50,000 to Php 500,000 • Executive Vice President – Php 500,000 to Php 1,000,000 • Rector and President – Php 1,000,000 and above
Applicability:	All Department Heads
Policy Approval Authority:	Comptroller
Related Policies or References	
Definition:	
Approved by	 _____ Asst. Prof. Ariel de las Alas
Date of Approval	

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