UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

FM056 – REQUEST FOR CAPEX BUDGET VIREMENT

Instructions

- This form is to be used for Capex budget virement requests. The request must be accompanied by a written motivation and any relevant supporting documentation.
- All Capex virement requests must be reviewed by the Director: Management Accounting / Nominee.
- The Director may approve requests that remain within the **same** category and **same** approved purpose; all other requests require CFO / Nominee approval following review and recommendation.
- **Note:** This is a fillable PDF form with form fields which **must** be **opened** and **completed** in **Adobe Acrobat Reader**. Do **not** use *Fill & Sign* to add fields as this will disable **all** the existing fields. Any remaining, incomplete fields will become **unusable**. When signing, note the instructions and first select the preferred option, then click in field and sign as required.

A. Request details

Requester Faculty / Department			
Requester name			
Requester email			
Year Capex budget approved		**Date of request**	

B. Virement classification

Please select the applicable virement type (for guidance on virement classification, see: section F)	
○	**Same** Capex category **and same** approved purpose
○	**Same** Capex category **and different** purpose
○	Virement between **different** Capex categories
○	**Other** virement / exception

C. Reason for proposed Capex virement / Details of other virement or exception

Please enter the reason for the proposed Capex virement or details of other virement or exception:								
Supporting documentation attached:	Motivation	☐	Quote(s)	☐	Other	☐	If other, content type	

D. Virement details

	SOURCE BUDGET (FROM)		DESTINATION BUDGET (TO)	
Fund number				
Capex category	☐	Hotel furniture & equipment	☐	Hotel furniture & equipment
	☐	Sports Equipment	☐	Sports Equipment
	☐	Projects and Related	☐	Projects and Related
	☐	Motor vehicles	☐	Motor vehicles
	☐	Office furniture & equipment	☐	Office furniture & equipment
	☐	Standard teaching equipment	☐	Standard teaching equipment
	☐	Space related	☐	Space related
Approved Capex budget amount	**FROM** which proposed virement is made			
Approved Capex used to date				
Balance available				
Proposed virement amount				

***Note:* No request will be processed unless approved by the authorised signatories.**

E. Review and approval

Note: Signing instructions: • Do not use ***Fill & Sign*** to sign as this will disable all form fields, making any remaining, incomplete fields unusable. • **To sign:** Select ***Sign method*** and click in ***Signature*** field to **either *Insert image*** of your signature **or *Apply digital signature***.	**How are you signing?**	Insert image (default)	Apply digital signature

Finance Manager (FM) / Nominee

I have reviewed the request and confirmed that the requested amount is available from the identified budget.

Print name	Sign method	Signature	Date
	○ ○		

Dean / ED / Director or Nominee

I request and recommend the Capex virement as set out above.

Print name	Sign method	Signature	Date
	○ ○		

Director: Management Accounting / Nominee

Recommendation / decision	Support/Approve	○	Do not support/approve	○	
Comments (if applicable)					

Print name	Sign method	Signature	Date
	○ ○		

Chief Financial Officer (CFO) / Nominee – Approval (where required)

Decision	Approved	○	Not approved	○	
Comments (if applicable)					

Print name	Sign method	Signature	Date
	○ ○		

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F. Notes/guidance for different virement classifications:

Virement type	Notes/guidance	Example
Same Capex category and **same** approved purpose	The specific location, area or items identified in the original approved Capex motivation do not necessarily restrict subsequent expenditure, provided that the expenditure remains aligned with the intended purpose of the motivation.	• A Capex allocation approved for the repair and/or replacement of furniture in the UCT Libraries, with specific library locations identified in the motivation, may be spent at other library locations where the need is greater, provided the expenditure remains for the repair and/or replacement of library furniture.
Same Capex category and **different** purpose	A change to the underlying intended purpose of the approved Capex allocation is not considered a routine virement and requires the appropriate approval.	• A budget approved for the repair and replacement of furniture in the UCT Libraries is proposed to be used for self-check machines. • Although both may fall within the same Capex category, the proposed expenditure represents a change in the intended purpose of the original Capex motivation and requires the appropriate approval.
Virement between **different** Capex categories	A virement between different Capex categories represents a change in the nature of the approved Capex allocation and requires the appropriate approval.	• A Capex allocation approved under Office furniture & equipment is proposed to be transferred to Motor vehicles. • This changes the Capex category and requires the appropriate approval.
Other virement / exception	Any other virement or exception not covered above must be clearly described in the motivation and will be subject to the appropriate review and approval	

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