

CAPITAL IMPROVEMENT FUNDING PROCESS

uwrca.org

STEP 1

A capital improvement is an item or items that can be used to enrich the residential experience. Items bought with this money must be reasonably accessible to ALL RESIDENTS (Ex. A ping pong table for your community lobby).

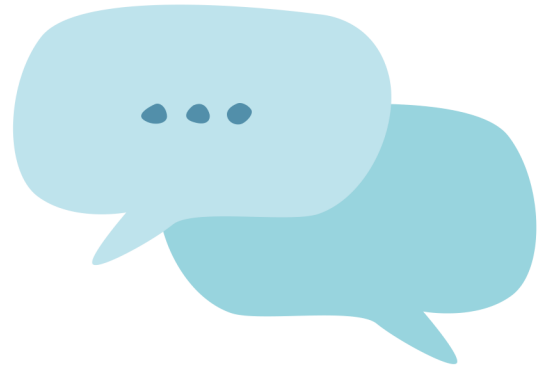


STEP 2

Submit a capital improvement funding proposal at uwrca.org/requests. Be sure to select capital improvement after contact information so it will direct you to the proper form. Proposal forms for requests under \$100 do not require a PowerPoint. The PowerPoint template can be found at uwrca.org/requests.

STEP 3

If the request is under \$100, the RCSA Executive Board will process your request in its next Executive Board Meeting. If the request is over \$100, you will need to present your capital improvement to the RCSA General Council. Be prepared to answer questions about your request and explain how this item or items enhances the residential community.



STEP 4

All purchases that are made for a capital improvement will be charged to the RCSA budget, once your request is approved we will reach out with Cost Center information. Receipts and transaction detail statements must be sent to the Director of Administration & Finance at rcaadm@uw.edu and the Residence Education Specialist for Leadership & Programming **no later than one week** following the purchase.

STEP 5

When the item or items have arrived, inform the Director of Administration & Finance at rcaadm@uw.edu. RCSA will catalog and store the item(s). Any leftover or overspent funds will be reconciled and split between the RCSA budget and the Hall(s) budget based on the percentage contributed by each party.



PLEASE DIRECT QUESTIONS ABOUT THE FUNDING PROPOSAL PROCESS TO RCSAADMN@UW.EDU

