

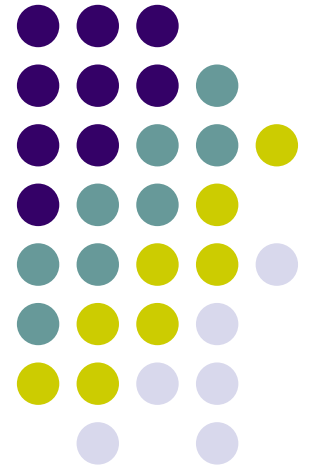
ONLINE CAPITAL REQUEST SYSTEM

TRAINING SESSION

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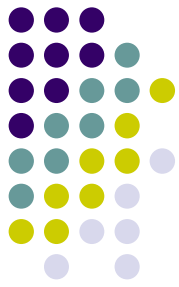




INTRODUCTION

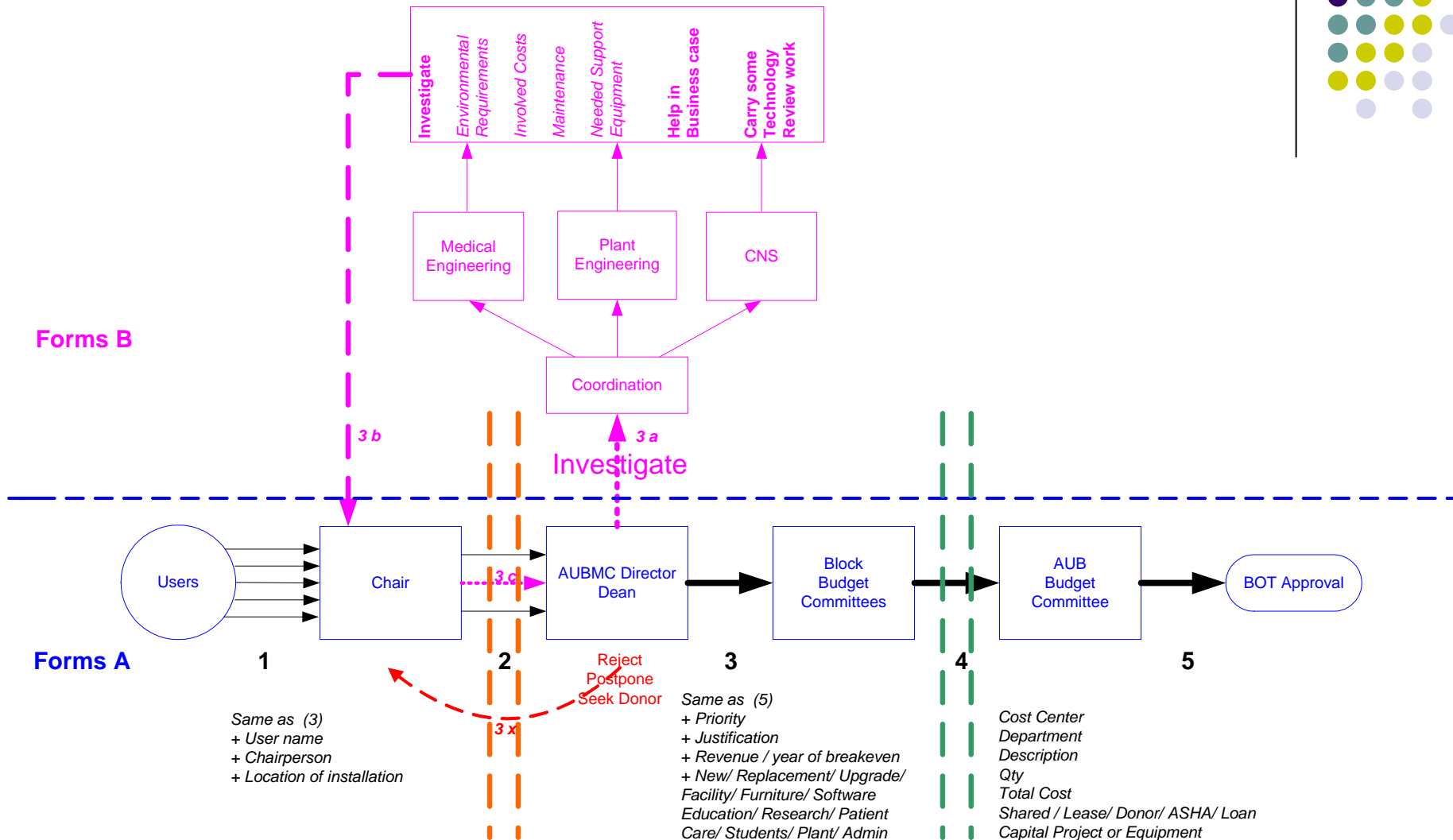
- Board of Deans and senior administration, decided that all requests for the 2006/07 Capital Budget should be submitted online.
- The “Online Capital Submission System” will be used for the preparation of the 2006/07 Capital Budget.

DEADLINE



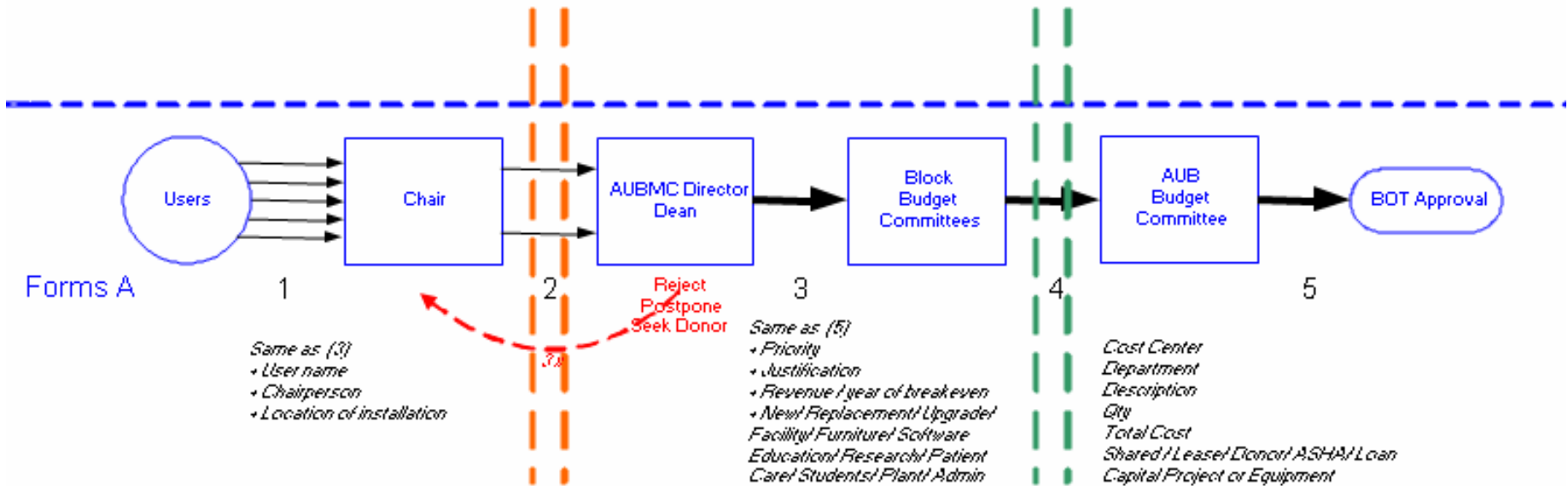
- The deadline for capital budget submission has been set for **November 30, 2005.**

Budgeting Process



Budgeting Process

Budgeting Process



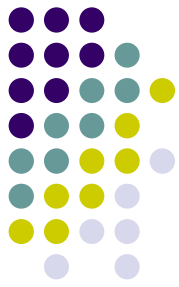
Budgeting Process

Minor Tech.
 Major/ Upgrade Tech.
 New Facility/ Upgrade
 (no tech. Involved)



DEFINITIONS

- **“Capital Submission Requests”**: is any request/proposal for major capital project and/or equipment (>\$5000.-)
- **“User”**: is any person who fills the request online.
- **“Chair”**: is the person who filters/approves the finalized requests done by the users.
- **“Admin”**: is the person (generally the VP/Provost/Dean/Director) who gives final approval before sending the bundle to the budget committee.
- N.B.: Any User/Chair/Admin has access to cost centers within his/her responsibility only.



ACCESSING THE SYSTEM

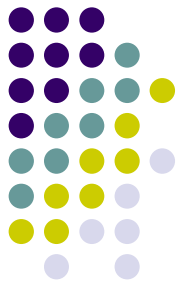
You can access the system from 2 links:

- Direct Link:

<http://ei.aub.edu.lb>

- Financial Planning and Budget Office Website :

<http://staff.aub.edu.lb/~webfpbo/Online-Capital-Request.htm>



Q&A



THANK YOU