

# Capital Outlay Worksheet



Fast Facts

## FAQ:

### **Q: When is a Capital Outlay Worksheet Needed?**

A: A Capital Outlay Worksheet is required when a Local Education Agency (LEA) enters items in any capital codes within the funding application's Budget page. For Districts, the codes are 6731-6739. For Charters, the code is 0190.

### **Q: Can Charters use the 6731-6739 Object Codes like a District?**

A: No, Charters should use 0190 for capital items over \$5,000 and 6600 object code for items under \$5,000 in GME. There is no validation within GME to prevent Charters from using the District's codes. If this is seen upon review of the Funding Application, the Funding Application should be returned, and the Charter should be advised to correct the coding appropriately.

### **Q: Where do I find the Capital Outlay Worksheet?**

A: In GME, in specific Funding Application's **Sections**.

### **Q: Will I still have to upload a Capital Outlay Worksheet in Related Documents?**

A: No, the Capital Outlay Worksheet page within the Funding Application replaces the need to upload the old Excel form of Capital Outlay Worksheet in the Related Documents.

### **Q: How many lines will the Capital Outlay Worksheet allow me to enter?**

A: There is no limit on the amount of capital item lines that can be entered on the Capital Outlay Worksheet. To add additional row, select Add Row within the Capital Outlay Worksheet in Funding Application's Sections.

### **Q: Can a row be deleted or revised?**

A: Yes, a row can be deleted by selecting the trash can icon in the Capital Outlay Worksheet. The only row that cannot be deleted is the first row. If information was accidentally entered into the first row, and there are no capital items in the Budget, please delete all of the information in the text boxes. Additionally, a row may be revised once the application is approved by doing a Funding Application Revision.

### **Q: Will the system have a validation to ensure that my coding and amounts are correct?**

A: No. The system has validations that will assure that the Capital Outlay Worksheet matches the total amounts budgeted in the capital object codes in Budget and validate the amounts per object code. However, the review of the items entered in the Capital Outlay Worksheet and Budget is needed to assure items are allowable, and in the appropriate object code prior to submitting/approving the funding application.

