



Capital Outlay Worksheet – 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 Charter LEAs use the 6731-6739 Object Codes like a District LEAs?

A: No, Charters should use 0190 for capital items over \$10,000** and 6600 object code for items under \$10,000** in GME. There is no validation within GME to prevent Charter LEAs from using the District LEA's codes. If this is seen upon review of the funding application, the funding application should be returned, and the Charter LEA should be advised to correct the coding appropriately in both the capital outlay worksheet and/or their budget narrative.

***The capital threshold has increased to \$10,000 for FY26 forward. Previous fiscal years had a threshold of \$5,000.*

Q: Where do I find the Capital Outlay Worksheet?

A: If the purchase of capital is allowed, the funding application will include a section titled "Capital Outlay Worksheet".

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

A: There is no limit on the number of capital item lines that can be entered on the Capital Outlay Worksheet. To add an 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 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.

Q: What is the difference between the CR Capital Outlay Worksheet and the original?

A: The CR Capital Outlay Worksheet functions like the original but captures only the capital items that are included within the Completion Report, and the total amounts should align to the capital code totals within the Completion Report. This may not always match the final budget, hence a separate document. Items not programmatically approved within the budget and/or original Capital Outlay Worksheet prior to the project end date should not be entered into the CR Capital Outlay Worksheet.