## Capital Budget Requests (PB-6 Form)

If the Office or Department is requesting capital items that are **not** computing, radio, or vehicle equipment, then *one* Capital Budget Request Form (PB-6) will be necessary per Office or Department. See section one of the Appendix, Capital, for detailed information on how to submit budget requests that include capital.

The PB-6 form includes additional detailed information to better assess whether the requested projects/equipment are “capitalizable” and meet the County’s capital policy to help identify a funding source for recommended capital. Please direct questions regarding which projects or equipment are capitalizable to the Auditor’s Office Capital Asset Analyst. PBO and the Auditor’s Office will work with Offices and Departments to determine how to appropriately categorize these assets.

As part of the County’s ongoing efforts to improve the capital planning process, the PB-6 form also includes worksheets for Offices and Departments to provide a high-level summary of anticipated capital requests for FY 2026 through FY 2030. To support this goal, Offices and Departments with annual capital requests will be required to provide this high-level summary. The form and requested information will be revised in future years to include additional information as the capital planning effort is further improved.