
CAPITAL IMPROVEMENT PROJECT AUTHORIZATION

Purpose:

To establish University policy and procedure for requesting capital improvements.

Scope:

Applies to all requests for capital improvement projects.

Responsible Party:

Finance and Administration, 426-1200

POLICY

I. Policy Statement

Capital improvement projects can only be undertaken when properly authorized. This policy is intended to establish roles, responsibilities, and procedures for obtaining approval for such projects.

II. Procedure

- A. Submission of Request or Proposal: All requests or proposals for capital improvements in areas funded by state monies or local funds must be submitted in written form to the Vice President for Finance and Administration (VPFA). The written request or proposal must list a description of the project and estimated costs, no later than May 1 of each year, for the next fiscal year.
- B. Request or Proposal Review: The Facilities Planning Committee will review all requests or proposals after May 1 and approve those projects they determine to have the highest priority, and for which funds are available. Approved requests or proposals will then be given to the university architect for action. In turn the approved requests and proposals will be given to the State Board of Education for their approval, and if required, to the State Permanent Building Fund Council for their approval.
- C. Project Bid: After the necessary approvals have been given, the proposed project will be prepared for a bid. All bids will be submitted to

the State Board of Education/Division of Public Works for the award of a contract.

- D. Role of VPFA: The VPFA will be responsible for control of the project budget. The VPFA will also notify the president of the university to include all requests for approval on agendas, including all change orders, and authorizing all payments for all work completed.
- E. Role of the University Architect: The university architect will be responsible for obtaining all approvals from the Division of Public Works, supplying all information pertaining to the project budget to the VPFA, and overseeing the project to its completion.
- F. Record of Projects: A project data form will be on record in the office of the university architect, which contains data on the progress of each project, dates of approval, awards of bids, and project construction schedules.