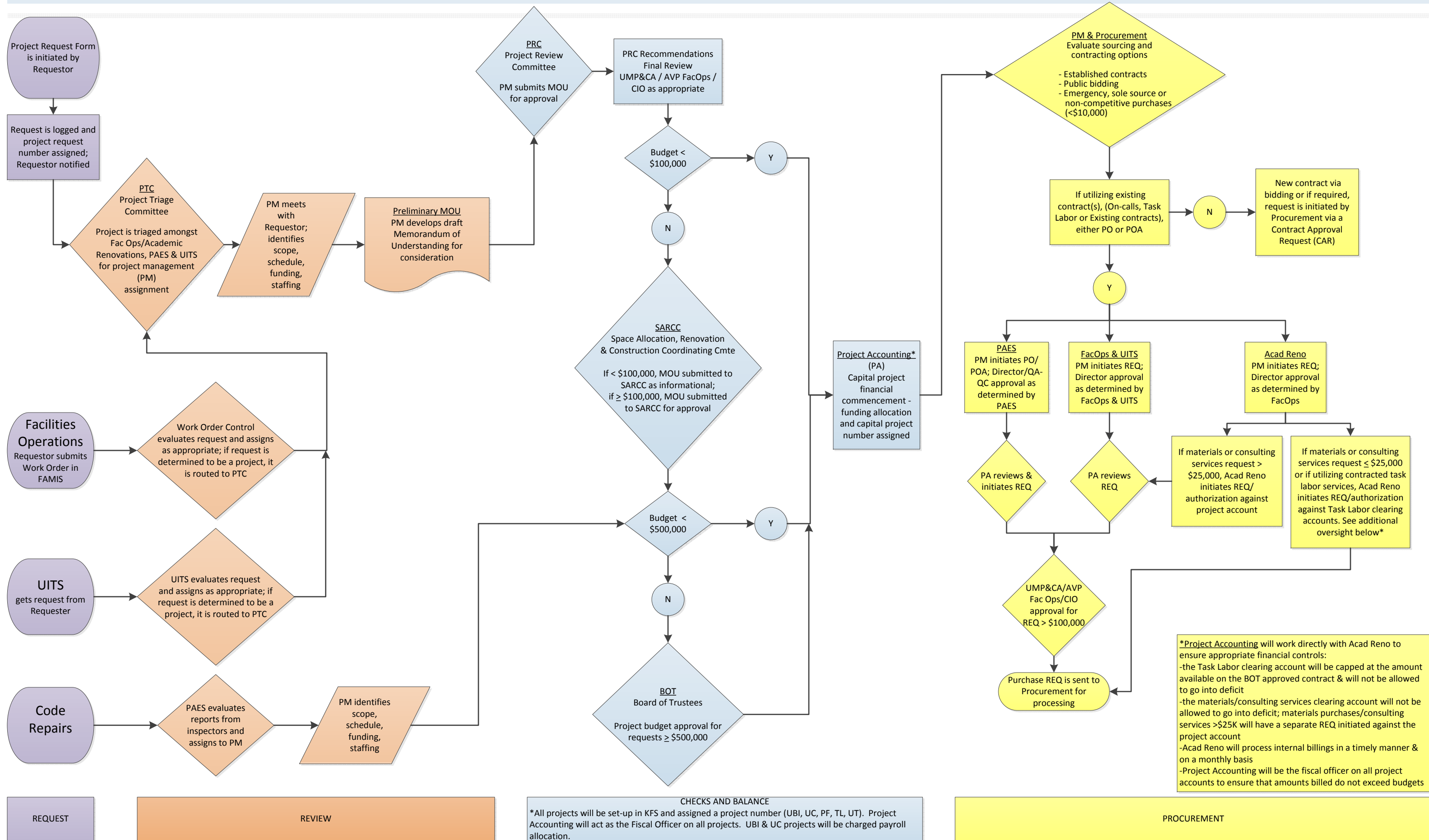


Proposed Capital Projects Workflow and Sign-Off Procedures – Storrs & Regionals

Draft

January 2015 Version



CHECKS AND BALANCE
 *All projects will be set-up in KFS and assigned a project number (UBI, UC, PF, TL, UT). Project Accounting will act as the Fiscal Officer on all projects. UBI & UC projects will be charged payroll allocation.

***Project Accounting** will work directly with Acad Reno to ensure appropriate financial controls:
 -the Task Labor clearing account will be capped at the amount available on the BOT approved contract & will not be allowed to go into deficit
 -the materials/consulting services clearing account will not be allowed to go into deficit; materials purchases/consulting services >\$25K will have a separate REQ initiated against the project account
 -Acad Reno will process internal billings in a timely manner & on a monthly basis
 -Project Accounting will be the fiscal officer on all project accounts to ensure that amounts billed do not exceed budgets

REQUEST

REVIEW

PROCUREMENT