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

January 2015 Version

PM & Procurement

Project Request Form

Established contracts
- Public bidding
- Emergency, sole source or non-competitive purchases (<$10,000)

Final Review

Committee

Requestor
- Authorization

Project Triage

PM meets with Requestor, identifies scope, schedule, funding, staffing

New contract via PTC bidding or if required, PM initiates REQ/authorization against Project account

Facilities Operations

Requestor submits Work Order in FAMS

Request is logged and project request number assigned; Requestor notified

PM develops draft Memorandum of Understanding for consideration

Project Accounting*

Space Allocation, Renovation & Construction Coordinating Cmte

SARCC

PAES & Construction Coordinating Cmte

PAES evaluates request and assigns as appropriate; if request is determined to be a project, it is routed to PTC

Code Repairs

PAES evaluates request and assigns to PM

If materials or consulting services request > $25,000, Acad Reno initiates REQ/authorization against project account

UITs

gets request from Requestor

If materials or consulting services request < $25,000, PM initiates REQ/authorization against Task Labor clearing accounts. See additional oversight below*

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 labor.

PROCUREMENT

New contract via bidding or if required, request is initiated by Procurement via a Contract Approval Request (CAR)

PM & Procurement

Established contracts
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- Emergency, sole source or non-competitive purchases (<$10,000)

CHECKS AND BALANCE

*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
- 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