

College Operating Procedures (COP)



Procedure Title: Capital Project Approval and Budget Request Process
Procedure Number: 04-0405
Originating Department: Office of Financial Services

Specific Authority:

Board Policy 6Hx6:1.01, 6Hx6:1.02
Florida Statute §1001.02(1)(g), 1011.01, 1011.30, 1001.64, 1004.65(1)
Florida Administrative Code 6A-14.0715, 6A-14.0716(5),

Procedure Actions: Adopted: 1/09; 01/10; 01/11

Purpose Statement: This procedure identifies the process to be completed for the approval of capital projects and the associated budget request.

Guidelines:

This procedure applies to all capital projects regardless of funding source.

Procedures:

I. GENERAL REQUIREMENTS

A. CAPITAL PROJECT REQUEST

All capital projects require the completion of the “Project Request Form” (Form Number FP-004 which can be found on-line on the Facilities home page). The Project Request Form must be approved by the Campus President and forwarded to the District Director of Facilities Planning and Management.

Note: these projects should be on the Educational Plant Survey and Project Priority List required by the Florida Department of Education and approved by the Florida SouthWestern State College Board of Trustees.

The District Director of Facilities will review capital project requests with the Senior Vice President who will authorize the establishment of the Project Approval and Budget Request Form (Form number BO-023). Projects in excess of \$100,000 require the completion of this document.

B. BUDGET DEVELOPMENT

The Facilities Department will develop a budget for the project in coordination with other district offices. In most cases this will involve the IT Department, Financial Services, Risk Management, and Campus Facilities staff. The Facilities Department will arrange for architectural and engineering (A&E) and/or construction manager services required to complete the project. Design drawings will be procured.

The District Director of Facilities will facilitate budget development and review the projects needs and parameters with the Campus President to ensure all programmatic needs have been met.

C. BUDGET AND PROJECT APPROVAL

The District Director of Facilities and the Campus President will sign the Project Approval and Budget Request Form and forward to the Vice President of Financial Services.

The Vice President of Financial Services will review the budget proposal to ensure that funds are available and appropriate for use in the particular project.

The Vice President of Financial Services approves and forwards the Project Approval and Budget Request Form along with supporting documentation to General Counsel.

General Counsel will review to ensure sources of funds are appropriate to be spent on project expenses. If approved, General Counsel will forward to the Senior Vice President for final approval. If General Counsel disapproves, the Project Approval and Budget Request Form will be returned to the District Director of Facilities to be modified.

The Senior Vice President will provide direction to the District Director of Facilities to develop an item for Board approval or information.

D. BUDGET ADJUSTMENTS

Any revisions increasing the total budget allocation will require an approved budget adjustment using the same Budget Form.