Project Establishment Form Instructions

A Project Establishment Form needs to be completed and sent to General Accounting under the following scenarios:

- Scope of work is $100,000 or more for construction, renovation, repair, or replacement
- A piece of equipment to be purchased is $200,000 or more
- A piece of fabricated equipment to be constructed is $5,000 or more

Section 1: Project Information

- **Project Title** – Name of the project to be completed. If the project has a scope of $600,000 or more, it requires Legislative Authority. When this occurs, the title of the project should include what was presented to the Legislature in the budget bill or the Biennium Budget. An easily identifiable short name may be used as long as the authorized project title is included.
  - Examples: Renovate/Expand University Student Center (authorized title listed in Budget is straightforward), Nutter Football Training Facility-Renovate Academic/Administrative Space I (identifiable short name and authorized title)

- **Start Date** – Expected date the project will begin

- **End Date** – Expected date the project will be complete

- **Location**
  - **Building Name** – Name of the building in which the project will be done. If this is a new building, please provide the proposed site location.
    - Example: Corner of Limestone and Avenue of Champions.
  - **Building Number** – Four digit number of the building in which the project will be done. If this is a new building, this field should be left blank. Building numbers can be obtained from the following links:
  - **Room Number** – Room number(s) in which the project will be done.

- **Business Area** – Four digit code that identifies a reporting entity within UK.
  - Most projects on campus are 0101 (UK only-without component units)
  - All others may be selected from the drop-down menu

- **Functional Area** – Four digit code used in FI to define the academic or support programs represented by this cost/funds center.
  - Most projects on campus are 1060 (Other Maintenance & Operation Expense)
  - Auxiliary Enterprises may differ, select from the drop-down menu

- **Department Number** – Five digit number designating the academic or support unit.
  - Example: 8Z560 (Student Center)
• **Responsible Person** – Name of the contact for project issues. Commonly associated with the Budget Officer responsible for the department in which the project will be created.

• **Responsible Cost Center** – 10 digit departmental default 1412- cost center for all areas except Athletics and Chandler Hospital. If unknown, this can be found with t-code ZFI_COBJ and searching by department number. Some departments may need to use the College-level department number.
  - Example: 1412103800 (Student Ctr Cap CC)

• **Requesting Cost Center** – This is derived from the area performing the work and is required even if the project is funded by a grant.
  - Campus Physical Plant Division (PPD) – 1043801050
  - Capital Project Management Division (CPMD) – 1043800150
  - Medical Center Physical Plant Division (MCPDD) –1043800470
  - Communications – use Cost Center funding the project
  - Vendor/Ag Facilities Management/Other – use Cost Center funding the project

• **Work to be performed** - Describe the physical work to be done in this project (i.e. the space features desired). **Do not** use this section to describe why the project is needed. This should detail what the project is in terms of walls, doors, floors, lighting, power, ventilation, special equipment, plumbing, etc.

• **Space Classification** – Select Yes or No based on whether the current space will be modified for a different use. If yes, provide a brief explanation.
  - Examples: lab space to office space, office space to classroom space, lobby space to dining room, etc.

• **Upgrade** – Select Yes or No based on whether the renovation, new item, etc. is an upgrade when compared to what currently exists. This does not include exact replacements that are only new. If yes, provide a brief explanation.
  - Maintenance/repair/replacement – Typically routine work that is usually, but not always, relatively lower cost and does not add value to the overall structure above and beyond what the original function of the material being repaired/replaced contributed. These are expensed.
    - Example: replacing an old, failing shingle roof with a new shingle roof (this provides better functionality because it is new and doesn’t leak like the old one, but there is no **new or additional** functionality)
  - Upgrade/improvement – may include replacement of equipment or material, but the replacement provides additional functionality that the original did not provide. Additional value is added to the overall structure above and beyond that which was contributed to the original equipment or material. These are capitalized.
    - Examples: failing standard shingle roof is replaced by a new roof that has solar panels integrated as part of the new structure, where the solar panels provide a substantial upgrade/improvement (new functionality) over the original roof; additional features; more capacity; etc.
• **Justification** – Provide a brief summary supporting why the capital project is needed. This should include, but is not limited to, the following: a tie-in with the University's Strategic Plan or other stated institutional goals; if applicable or available, how the project fits into the University's Physical Development Plan and a proposed site; a summary of any benchmark study (include the benchmarks studied, the author(s) of the study, and how the findings of that study support this project); any program growth, change, etc. that supports this project; a description of the suitability of the space for housing the current program; a description of the condition of the current space; and any other pertinent information.

• **Legislative Authority** – Must have prior approval for projects in which the scope is $600,000 or more or equipment is $200,000 or more. Provide all supporting documentation.

**Section 2: Estimate/Funding Information**

• **Estimate/Funding** – Enter the estimate amount/scope and the amount funded in the line that corresponds with the area performing the work. Supporting documentation must be provided and match the information entered.

• **Approval Signatures** - Obtain the necessary approval signatures as follows:
  1. Signature of Department Head
  2. Signature of Dean/Unit Head
  3. Signature of Sr. Vice President/Provost based on department number, as follows:
     - Begins with 1, 3, or 9 – Anthony Russell or Roxanne McLetchie
     - Begins with 4 – Judy Duncan
     - Begins with 7 or 8 – Angel Reed/Gus Miller
     - Begins with H or M – Teresa Centers
     - Other acceptable signatures – Mary Vosevich, Angie Martin, Eric Monday

**Section 3: WBS Element Information**

*For General Accounting use only unless department has information available*

• **Project Definition** – Completed by General Accounting.

• **WBS Element** – Completed by General Accounting or CPMD.

• **Project Name** – Automatically populates with Project Title entered in Section 1.

• **Business Area** – Automatically populates with Business Area selected in Section 1.

• **Functional Area** – Automatically populates with Functional Area selected in Section 1.

• **Project Purpose** – Select the appropriate classification from the dropdown menu.

• **Source Code** – Based on source(s) funding the project. Select from the drop-down menu.

• **Discipline (CIP)** – Completed by General Accounting.
• **Department** – Automatically populates with Department Number entered in Section 1.

• **Project Status** - Based on the status of the project. Select from the drop-down menu. Commonly used statuses are as follows:
  - 05 (In Design) – Design phases
  - 07 (In Construction) – CPMD projects
  - 08 (In-Hours Force Work) – PPD projects and equipment purchases

• **Building Number** – Automatically populates with Building Number entered in Section 1.

• **Construction in Process** – Completed by General Accounting. This field determines whether the project will be capitalized to the building or expensed.

• **IP Fund Number** – Completed by General Accounting.

• **Mission Supported** – Similar to Functional Area, select based on purpose and function of the area/building that the project is being performed. Select from the drop-down menu.

• **Responsible Person** – Automatically populates with Resp. Person entered in Section 1.

• **Responsible Cost Center** – Automatically populates with Responsible Cost Center entered in Section 1.

• **Requesting Cost Center** – Automatically populates with Requesting Cost Center entered in Section 1.

• **Start Date** – Automatically populates with Start Date entered in Section 1.

• **End Date** – Automatically populates with End Date entered in Section 1.

• **Legislative Authority** – Completed by General Accounting. Provide documentation only.

• **Legislative Authority Date** – Completed by General Accounting, based on documentation.

• **Board Date** – Completed by General Accounting, based on documentation.

• **Project Fund Number** – Completed by General Accounting.

### Submission

The following items must be submitted with the Project Establishment Form:

- All estimates of work to be performed
- A one-sided JV debiting the cost center(s) with 755030 to fund the project. Projects funded by grants do not require a JV.
- Documentation or correspondence of Legislative Authority

Please send all paperwork to General Accounting. For questions, please contact the appropriate facilities division.