MAJOR PROJECTS
BUDGET FLOW
(Appropriated Funds)

MAJOR PROJECTS
1. Establishment of Projects
2. Contracts and PO's
3. Payments
4. Project Close Out
MAJOR PROJECTS Establishing a Major Project 1/13/2017

Major Projects

Strategic Plan
Academic Plan

Master Plan Update

Request for Project

Educational Plant Survey

Capital Improvement Plan

Program

Legislature Appropriation

See Budgets

Major Project not on original request

Request for Project

CDC/ACE/BOT Review

Master Plan Minor Amendment

Education Plant Spot Survey

Project Established with in FAST
MAJOR PROJECTS Contracts and Purchase Orders 1/13/2017

- Notice to Proceed mailed to Vendor (FM)
- Requisition prepared by FM and entered in FAST by ASBC Fiscal and Business Specialist and approved by ASBC
- Requisition is converted to Purchase Order by Main Campus Purchasing
- Purchase Orders over $1 million are executed by Vice President, Business & Finance
- Purchase Order is issued to Vendor (ASBC)
- Notice to Proceed mailed to Vendor (FM) and ASBC
- Requisition prepared by FM and entered in FAST by ASBC Fiscal and Business Specialist and approved by ASBC
- Requisition is converted to Purchase Order by Main Campus Purchasing
- Purchase Orders over $1 million are executed by Vice President, Business & Finance
- Purchase Order is issued to Vendor (ASBC)
- Notice to Proceed and Signed Contract to FM and ASBC
- Contract Change Order Preparation Form prepared (ASBC) and submitted to Purchasing Agent Main Campus
- Purchase Order Change Order Request Form prepared (ASBC) and submitted to Purchasing Agent Main Campus
- Purchase Order Change Order Request is converted to Purchase Order by Main Campus Purchasing
- Purchase Order Change Order over $1 million are executed by the Vice President, Business & Finance
- Purchase Order Change Order is issued to Vendor (ASBC)
- Change Order prepared by FM
- Purchase Order Change Order Request Form prepared (ASBC) and submitted to Purchasing Agent Main Campus
- Purchasing Main Campus processes the Purchase Order Change Order in FAST
- Purchase Order Change Order is issued to Vendor (ASBC)
Payments

Vendor submits pay request/invoice to ASBC

Pay request/invoice is reviewed by ASBC

Pay request/invoice is submitted to FM for review and approval (ASBC)

Receipt is keyed into FAST by the Fiscal & Business Specialist (ASBC)

Payment to Vendor
Substantial Completion (Building is ready for occupancy. Furniture has been installed in building)

Punch list is developed for remaining work

Contingency balance is reviewed for possible scope recovery

Information Technologies and FM are informed of pending close out for final billings

Transactions are reviewed for correctness

Final Payments to Vendors

FM is provided with all mechanical documentation

Status in FAST is changed to Finished (UCO)

Building cost are transferred to Asset Management (UCO)
Legislature Appropriation

FBOE submits approved appropriation lists to Universities

Request for Spending Authorization (OEF 352) is prepared by UCO, FM, ASBC

Vice President Administrative Services Review

OEF 352 is forward to the President’s office for signature

Signed OEF 352 is submitted to FBOE

OEF is approved by FBOE

Spending Authorization Encumbrance is increased on Cash Request (442)

Approved OEF 352 is received by UCO

Budget is established within FAST (UCO)

Cash Request (442) is prepared based upon Project’s cash flow for the next 30 days

Department or Other Funds (Budgets are established by Department in FAST)