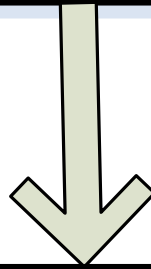


MINOR PROJECTS  
BUDGET FLOW  
(Appropriated and  
Department Funds)



- MINOR PROJECTS
1. Establishment of Projects
  2. Contracts and PO's
  3. Payments
  4. Project Close Out

Minor Projects –  
PECO Funded

Request for Project  
(FM)

Project Estimate  
(FM)

Prioritization  
(FM)

Approved Project Priorities  
Distributed to FM  
(Office of the Vice  
President for Administrative  
Services)

Project Manager Assigned  
(FM)

Project Established within  
FAST  
(UCO)

See Contracts and  
Purchase Order for Project  
Implementation (Minor  
Services PO, Contract  
Change Orders, Minors  
Services Contracts)

Minor Projects –  
Department Funded

Space Impact Form  
Scope  
Fund Source By Dept.

Space Impact Form  
Approved  
(FM)

Project Manager Assigned  
(FM)

Project Estimate  
(FM)

Project Established with in  
FAST  
(UCO)

See Contracts and  
Purchase Order for Project  
Implementation (Minor  
Services PO, Contract  
Change Orders, Minors  
Services Contracts)

Minor Services Contract

Minor Services Purchase Orders

Contract Change Order

Vice President Administrative Services Discussion

Support documentation received & reviewed by PM from vendor(s)

Purchase Order Change Order Request prepared by FM and submitted to ASBC

Contract Negotiation (FM)

Requisition request & supporting docs. submitted to ASBC

Contract Preparation (FM)

Requisition entered in FAST by ASBC and funding department approves REQ

ASBC reviews and submits the Purchase Order Change Order in FAST

General Counsel Review

Copies of supporting information submitted to Main Campus Purchasing

Main Campus Purchasing processes the Purchase Order Change Order in FAST

Vice President Administrative Services Review

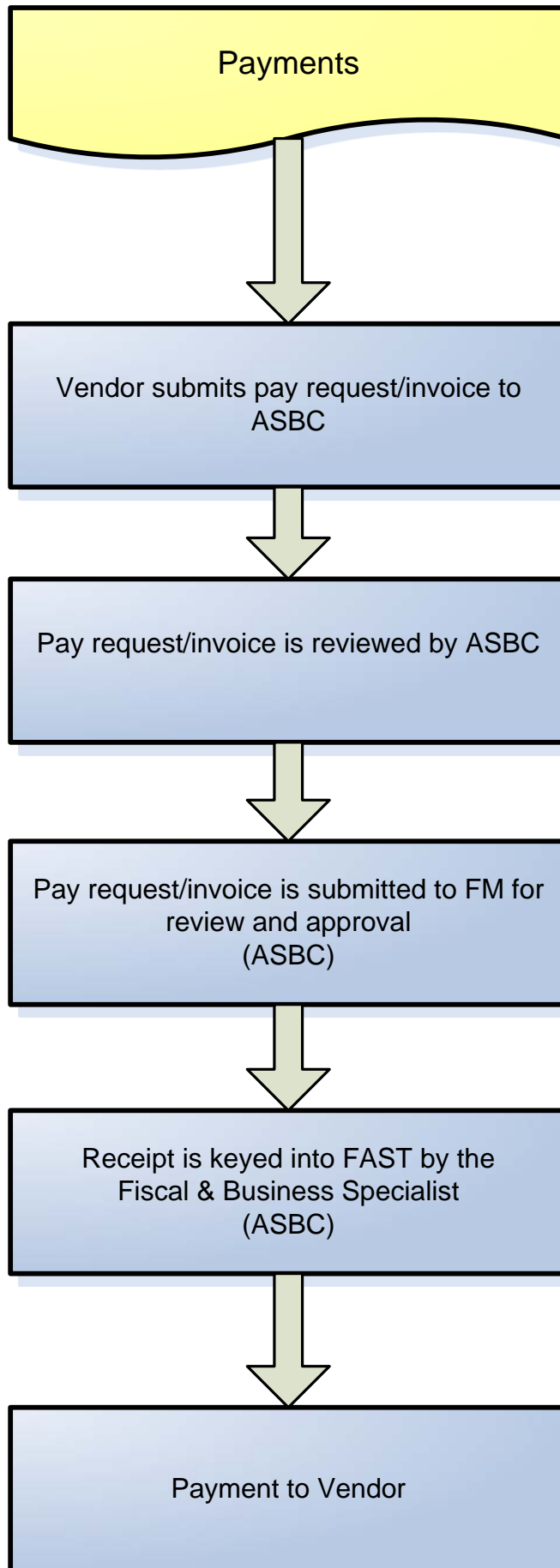
Contract Execution  
Vice President, Business & Finance

Purchase Order request is converted to Purchase Order by Purchasing Agent in Main Campus Purchasing

Purchase Order Change Order is issued to Vendor (ASBC)

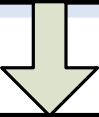
Executed contracts distributed (FM)

Purchase Order is issued to vendor (ASBC)

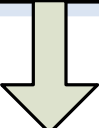


Minor Project Close Out Process

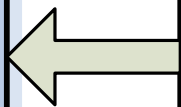
Punch list is developed for remaining work



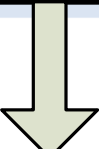
Contingency balance is reviewed for possible scope recovery



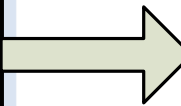
Transactions are reviewed for correctness



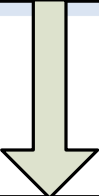
Information Technologies and FM are informed of pending close out for final billings



Final Payments to Vendors



Status in FAST is changed to Finished and Inactivate (UCO)



FM is provided with documentation

Building cost are transferred to Asset Management (UCO)

