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
Establishing a Minor Project 1/13/2017

Minor Projects – PECO Funded

Request for Project (FM)

Minor Projects – Department Funded

Space Impact Form
Scope Fund Source By Dept.

Project Estimate (FM)

Space Impact Form Approved (FM)

Prioritization (FM)

Project Manager Assigned (FM)

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

Project Estimate (FM)

Project Established within FAST (UCO)

Project Manager Assigned (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 PROJECTS Contracts and Purchase Orders 1/13/2017
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
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)
Budgets

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)

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

Approved OEF 352 is received by UCO

Budget is established within FAST (UCO)

Department Funds (Budgets established in FAST by the Department)