



Project Appropriation Request Procedure

(rev 6/00)

Summary of Process for Project Appropriation Requests (PAR):

Requesting a Project: All requests for originating a project (for amounts over \$1000) should be written and formally submitted via email or interoffice mail to the Assistant VP of Operations at the Physical Plant. Requests should include a detailed description of the project, completion schedule of events, estimated monetary impact and funding sources. Requests should be authorized only by School Deans/Dept Heads and/or President's Council Members.

Note: All small projects or maintenance requests should be submitted to the Physical Plant through the normal work order process.

Request Reviews: Requests will be reviewed in a timely manner by the Physical Plant. Once reviewed the originator of the request will be contacted to discuss further details and to determine whether the request is applicable for a formal PAR.

Document Origination: All PAR's will be generated by the Physical Plant. The PAR is the form used to determine the detailed scope, estimated cost, and overall impact of the project in relation to the campus' capital and strategic plan.

Document Intent: The intent of the PAR is to determine the exact scope of the project and to apply an estimated cost. The scope includes what **WILL** and **WILL NOT** be furnished with a project. Furthermore the scope will provide information such as a schedule of events, impact of involved departments during construction, yearly operating costs and funding origination. Also the document will provide a process, for all parties involved, to give people an opportunity to review the intent and scope of the project before commencement.

PAR Scope Review and Acceptance: Once the PAR has been prepared and reviewed for content by the Assistant VP of Operations, the document will be submitted for scope review to the appropriate School Dean/Dept. Head and/or President's Council Member. After being accepted by the Dean or Dept. Head, the PAR should be forwarded to the appropriate President's Council Member for review and signature. If accepted by the President's Council Member the PAR should be forwarded to the VP of Business/Finance and President for approval. If the scope is not accepted the PAR should be returned to the Physical Plant for further modification. Once the discrepancy is resolved the PAR will be resubmitted for scope review and signature.

PAR Approval: The PAR will be reviewed by the VP of Business/Finance and President for scope, intent, and funding. If approved the document will then be returned to Physical Plant for execution, distribution, and filing. Physical Plant will keep all original documentation and distribute a copy of the final PAR to all appropriate parties.

Note: No projects will commence in any way without written approval of the VP of Business/Finance and President or their authorized representative.

Confidentiality: PAR documents are not intended for anyone other than the parties involved with the project request. PAR's shall not be divulged to any other persons without written approval from the Assistant VP of Operations.

Questions or Comments: Any concerns of a specific PAR should be directed in writing to the Assistant VP of Operations at the Physical Plant.