School Approval by Funding Source

Currently EAD/VP or designee

Budget Center Enters into CEA system

Equipment CEA - Automated Workflow Process
Thursday, June 30, 2016

1. Approval
   Budget Center, Finance & Planning approves by Funding Source [a]
   Multiple Funding Sources may be used
   Approval by Routing Area

2. Review
   Facilities Campus Director

3. Review
   Energy Manager

4. Review
   Director University Space Mgmt and Planning

5. Approval
   Executive VP => $0.00

6. Approval
   Audit & Finance Committee Approval =>$1,000,000 Exception Deferred Maintenance Funding Source [b]

7. Approval
   Grant Funding Source
   SPA Approval by Accountant Code

8. Approval
   VP Operations
   Approves ALL CEAs funded by an Operations-owned Funding Source

FINAL STEP
General Accounting Review New Project in PeopleSoft

[NOTES]
[a] The CEA requester’s fiscal approver is added to the CEA approver chain in cases where the funding source is outside of the requester’s department.
[b] If total funding source amounts from sources other than Deferred Maintenance => the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee.
Computer Equipment/Software CEA - Automated Workflow Process

Thursday, June 30, 2016

1. **START**
   - Program Manager identifies capital Computer Equipment/Software need
   - Contacts Budget Center

2. Budget Center, Finance & Planning approves by Funding Source [a]
   - Multiple Funding Sources may be used
   - Approval by Routing Area

3. School Approval by Funding Source
   - Currently EAD/VP or designee

4. Approval
   - Grant Funding Source
   - SPA Approval by Accountant Code

5. Approval
   - VP Operations
   - Approves ALL CEAs funded by an Operations-owned Funding Source

6. Approval
   - UIT Approval

7. Approval
   - VP & Chief Information Officer UIT => $250,000

8. Approval
   - Executive VP => $0.00

9. Approval
   - Finance & Planning

10. Approval
    - Administration & Finance Committee Approval =>$1,000,000
    - Except Deferred Maintenance Funding Source [b]

**FINAL STEP**
- General Accounting
- Review New Project in PeopleSoft

**NOTES**

[a] The CEA requester’s fiscal approver is added to the CEA approver chain in cases where the funding source is outside of the requester’s department.

[b] If total funding source amounts from sources other than Deferred Maintenance => the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee.
School Approval by Funding Source
Currently EAD/VP or designee

Approval
Budget Center, Finance & Planning approves by Funding Source [a]
Multiple Funding Sources may be used
Approval by Routing Area

Review
Facilities Campus Director

Review
Energy Manager

Review
Director University Space Mgmt and Planning

Review
Other Designated Operations Divisions Roles.

School Approval by Funding Source
Currently EAD/VP or designee

Review
SPA Managers

Approval
Executive VP => $0.00

Audit & Finance Committee Approval => $1,000,000
Except Deferred Maintenance Funding Source [b]

[NOTES]

[a] The CEA requester’s fiscal approver is added to the CEA approver chain in cases where the funding source is outside of the requester’s department.

[b] If total funding source amounts from sources other than Deferred Maintenance => the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee

START
Program Manager identifies capital Computer Equipment/Software need. Contacts Budget Center

Vehicles CEA - Automated Workflow Process
Thursday, June 30, 2016

Approval
VP Operations Approves ALL CEAs funded by an Operations-owned Funding Source

Approval
Finance & Planning

FINAL STEP
General Accounting Review New Project in PeopleSoft
Design CEA - Automated Workflow Process
Thursday, June 30, 2016

1. START
   Program Manager identifies capital need, contacts Facilities Services and the Budget Center

2. Approval
   Facilities Services Enters into CEA system

3. Approval
   Budget Center, Finance & Planning approves by Funding Source [a]
   Multiple Funding Sources may be used
   Approval by Routing Area

4. Approval
   School Approval by Funding Source
   Currently EAD/VP or designee

5. Approval
   Grant Funding Source
   SPA Approval by Accountant Code

6. Approval
   Sr. Director Facilities

7. Approval
   VP Operations

8. Approval
   Finance & Planning

9. Approval
   Executive VP => $0.00

10. Approval
    Audit & Finance Committee Approval => $250,000
    Except Deferred Maintenance Funding Source [b]

[NOTES]
[a] The CEA requester’s fiscal approver is added to the CEA approver chain in cases where the funding source is outside of the requester’s department.
[b] If total funding source amounts from sources other than Deferred Maintenance => the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee.
New Construction CEA - Automated Workflow Process
Thursday, June 30, 2016

Start
Facilities Services Enters into CEA system

1. Review
Facilities Campus Director

2. Review
Facilities Campus Director

3. Approval
Budget Center, Finance & Planning approves by Funding Source [a]
Multiple Funding Sources may be used
Approval by Routing Area

4. School Approval by Funding Source
Currently EAD/VP or designee

5. Approval
Grant Funding Source
SPA Approval by Accountant Code

6. Approval
Director Facilities & Construction

7. Approval
VP Operations

8. Approval
Finance & Planning

9. Approval
Executive VP => $0.00

10. Approval
Administration & Finance Committee Approval >= $1,000,000 Excluding Deferred Maintenance Funding Source [b]

Final Step
General Accounting Review New Project in PeopleSoft

[NOTES]
[a] The CEA requester’s fiscal approver is added to the CEA approver chain in cases where the funding source is outside of the requester’s department.

[b] If total funding source amounts from sources other than Deferred Maintenance => the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee.
School Approval by Funding Source
Currently $0.00

Executive VP => $0.00

Renovation/Rehab CEA - Automated Workflow Process
Thursday, June 30, 2016

[NOTES]
[a] The CEA requester's fiscal approver is added to the CEA approver chain in cases where the funding source is outside of the requester’s department.

[b] If total funding source amounts from sources other than Deferred Maintenance >= the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee.