

Title/Subject: **CAPITAL PROJECT APPROVAL**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: June 1, 2011

Contact for More Information: Facilities Management

Board Policy Administrative Policy Procedure Guideline

PURPOSE

The purpose of this policy is to establish criteria for document review and Presidential approval of Capital Projects.

POLICY

Capital project documentation that meet the criteria listed below must be forwarded through the Associate Vice President, Facilities Management to the Vice President, Finance & Administrative Services and finally to the President. The Vice President will discuss with the President prior to approval.

CRITERIA

- Capital projects equal to or greater than \$100,000 or
- Capital projects less than \$100,000 that:
 - Alter a building's footprint
 - Alter a building's exterior appearance
 - Alter traffic patterns
 - Are new structures
 - Close classrooms
 - Close public use facilities (e.g. University Center, SAC, Events Center)
 - Increase the university's energy cost by 1% or more
 - Are unusual structures (e.g. a clock tower, bell tower, fountain, digital sign, communication tower, sculpture or other structures that are distinctive in appearance compared to the surrounding landscape.)

Authority: George E. Ross, President
History: None
Indexed as: Capital project document review