FACILITIES & SAFETY NON-RECURRING FUNDING REQUEST

Project/WO #:	Date:	Included in Fixed	Capital Outlay Yes	No
Request/Project Title:			'	
F&S Unit (Department):				
Requestor Name:				
Anticipated Start Date:		Anticipated End Date:	:	
Request/Project Descripti	on/Schedule - I	Provide all supporting documentation:		
ltem		Vendor	Amount	:
Design				
Construction				
Professional Services	5			
Building Code (BCO)				
State Fire Marshal (S	FM)			
Telecom				
Installation				
Delivery				
Miscellaneous (see n	niscellaneous des	cription above)		
			Project Total:	
REQUESTOR USE ONLY PROJECTS ONLY	FSBO ASST USE ONLY	AVP USE ONLY Sum of Digits (PECO)	FSBO USE ONLY Funds Transferred to: Proj	

	REQUESTOR USE ONLY	ESBO ASST USE	AVP USE ONLY		ESBO OSE ONLY
	PROJECTS ONLY	ONLY	Sum of Digits (PECO)		Funds Transferred to: Project #
ı	Project/WO#	F&S #	Deferred Maintenance		FSBO will process Purchase Orders
	Qualifications Basis selection:		AVP Operations		Updated in FCO
	eBQuotes		·		·
	Criteria-based selection	Date:	Other		Verification of Funding:
	Rotation	Initials:			
			AVP Signature	Date	Accountant III Signature Date
					B : 110/00/10



FACILITIES & SAFETY NON-RECURRING FUNDING REQUEST FORM

(replaces UIMP CARRYFORWARD Funding Request Form)

IMPORTANT: Form must be assigned a F&S Funding Request # from the Business Office prior to being submitted to Interim Associate Vice President (AVP)

Please note: F&S Funding Requests should have a Project # or Work Order # indicated on the form, if applicable

Steps for routing the form:

- Requestor to complete form including Requestor Use Only section and attach backup documentation
 - a. Submit hard copies to F&S Business Office: Rita Higgins
- 2. Rita Higgins will log and route for AVP approval
- 3. AVP to return request to Rita Higgins
- Rita Higgins will log and email the requestor(s) of approval/denial and will submit approved form to Nester Garcia for further processing (funding source allocation)
- 5. Business Office accountant issues a requisition, if necessary
- 6. If requisition was issued Procurement Office issues Purchase Order
 - a. Emails PO to requestor
- 7. Nester Garcia will return form to Rita Higgins
- 8. Rita Higgins will update log with funding source information and will save request on L Drive and place hard copies of requests in binder

Please note: requestor can check the status of request (requires access): L:\FS General Area\F&S Funding\F&S Funding Log

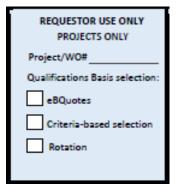
Copies of the requests are also located in (requires access): L:\FS General Area\F&S Funding\F&S Funding Log Requests

	FACILITIES & SAFETY NON-RECURRING FUNDING REQUEST	
Project/WO# - complete if project related, required Fixed Capital Outlay Required = any project over \$1M	Project/WO #: Date: Included in Fixed Capital Outlay Request/Project Title: F&S Unit (Department): Requestor Name: Anticipated Start Date: Anticipated End Date: Request/Project Description/Schedule - Provide all supporting documentation:	Yes No
	Design Construction Professional Services Building Code (BCO) State Fire Marshal (SFM) Telecom Installation Delivery Miscellaneous (see miscellaneous description above)	\$ 0.00
Requestor Use Only Section - complete If project related	REQUESTOR USE ONLY PROJECTS ONLY Project/WO# Qualifications Basis selection: BeQuotes Criteria-based selection Rotation Rotation Requestor Use ONLY FSBO ASST USE ONLY Sum of Digits (PECO) FBLS # Deferred Maintenance Sum of Digits (PECO) FBLS # Criteria-based selection Date: Initials: AVP Signature AVP Signature Project Total: FSBO WIST FROM Transferred FSBO will process I Other Verification of Funding: Accountant III Signature	E ONLY to: Project#

- Please complete the following required information:
 - Project/Work Order # (if applicable)
 - Date
 - Included in Fixed Capital Outlay (Yes = projects over \$1M)
 - Select Yes of No
 - o Request/Project Title
 - F&S Unit (Department)
 - Requestor Name
 - Anticipated Start Date
 - Anticipated End Date
 - o Request/Project Description/Schedule
 - Enter detailed description/schedule
 - Provide supporting documentation
- Items/Vendor/Amount
 - o Place a check mark next to applicable item
 - Enter Vendor (if applicable)
 - Design
 - Construction
 - Professional Services
- Enter \$ Amount
- Enter Project Total

Requestor Use Only

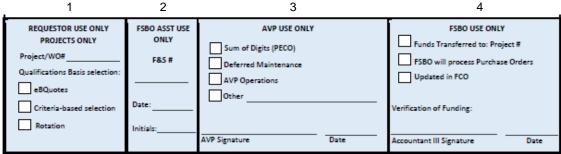
 Please note: Requestor Use Only Section - check off only if request is project related – if it is project related and left blank, the form will have to be returned to the Requestor for selection



- Once the Requestor has completed the form
 - o Follow instructions on page 1
 - Steps for routing the form (also illustrated below)

Routing:

- 1 Requestor Use Only submit to FSBO
- 2 FSBO Asst Use Only: Rita Higgins
- 3 AVP Use Only: Duane Siemen
- 4 FSBO Use Only: Nester Garcia



Revised 10/29/19

