POLICY:
Issued: April 28, 2015

This policy is to administer the creation of an approval resolution for capital and minor projects in CMS.

PURPOSE:

The purpose of this policy is to outline the procedures established to bring capital and minor construction projects forward for approval for the Washington University School of Medicine.

DEFINITIONS:

CMS-Construction Management System
FA – Fiscal Administrator in Business Operations
CAA-Construction Accounting Assistant

PROCEDURE:

A. The Project Manager will email the FA with the Project Submittal and Preliminary Budget Forms requesting to proceed with project approval, along with the Director of Capital Project Management’s approval to proceed. The project will be submitted to the Executive Capital Planning Review Committee (ECPR) at the Committee’s monthly meeting or by email if an expedited approval is required.

B. Once ECPR approval is received, and depending on the project size, the FA will either create an email approval to the Assistant Vice Chancellor / Assistant Dean – Facilities (if the budget being requested is less than $100,000) or a short or long form resolution in the Construction Management System (currently a Word document). A short form resolution is used for a budget request between $100,000 and $500,000 and a long form resolution is required for projects $500,000 and above.

C. Once the Assistant Vice Chancellor / Assistant Dean – Facilities has approved an email project approval request, the FA will notify the stakeholders and if the total project budget is less than $100,000, either set up a new renovation project account in the University’s Administrative Information System (AIS) or increase an existing account as required. If the project budget being requested is currently less than $100,000 but will eventually exceed $100,000, a plant fund account is needed. The FA will send the approved email to the Property Accounting Office of the University to request the creation or increase of a plant fund account.

D. If the project budget exceeds $100,000, the FA will submit a draft resolution for review to the Director of Capital Project Management, the Senior Director of Facilities Engineering, if needed, and the Assistant Vice Chancellor / Assistant Dean – Facilities. The draft is also sent to the WUSM Director of Capital Planning for funding source review.

E. The final resolution is submitted to the appropriate committee for approval based on the project budget. The resolution is submitted to the committees through a University sharepoint website. All resolutions are submitted to the Executive Vice Chancellor and Dean for Medical Affairs for signature as well as to the appropriate committee.
F. Once a resolution is approved by the appropriate committee(s), the FA notifies the stakeholders and sends the Executive Vice Chancellor signed copy of the resolution to Property Accounting by email to request the creation or increase of a plant fund account for the project.

G. Once a project account has been established in AIS, the FA will enter the new account number into CMS and update the CMS project information with the approved budget, account number and funding information and will notify the CAA to enter the new project account into the work order system.