

**POLICY:**

Issued: December 2019

This policy is to administer the creation of an approval resolution for capital projects in the CM System, PMWEB.

**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:**

Construction Management System (PMWEB)  
Associate Director of Capital Projects Accounting (ADCPA)  
Capital Projects Accountant (CPA)  
Capital Projects Program Manager (CPPM)

**PROCEDURE:**

- A. The Project Managers, ADCPA, Director of Capital Projects and the CPPM will meet to determine the projects that will be submitted for approval to the Executive Capital Planning Review Committee (ECPR). The Project Manager will email the ADCPA and the CPPM with the Project Submittal and Preliminary Budget Forms requesting to proceed with project approval. The CPPM will input the project budget into PMWEB. The project will be submitted to the ECPR at the Committee's monthly meeting or by email if an expedited approval is required.
- B. Once ECPR approval is received, the ADCPA will write and submit the resolution for approval to the Assistant Vice Chancellor / Assistant Dean – Facilities for all requested project budgets less than \$100,000.
- C. Once the Assistant Vice Chancellor / Assistant Dean – Facilities has approved in PMWEB, the ADCPA 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 ADCPA 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 ADCPA will submit a draft resolution for review in PMWEB to the Director of Capital Projects, the Senior Director of Facilities Engineering, Director of Capital Planning - Finance and the Assistant Vice Chancellor / Assistant Dean – Facilities.
- 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 ADCPA approves the project for the committees in PMWEB, 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. The CPPM enters the new project account into the work order system for Internal University charges.