

PROJECTS APPROVAL PROCEDURE

PROJECT COST

APPROVAL PROCESS

< \$15,000

Department Approval Only
(no additional approvals required)

\$15,000 to \$99,999

Assistant Vice Chancellor Approval
Capital Planning Monthly Review

\$100,000 to \$499,999

1st Capital Planning Approval
2nd One page resolution
3rd Executive Vice Chancellor Approval
4th Projects Committee Monthly Review

\$500,000 to \$1,999,999

1st Capital Planning Approval
2nd Full Resolution
3rd Executive Vice Chancellor Approval
4th Projects Committee (Chancellor) Approval

\$2,000,000 to \$4,999,999

1st Capital Planning Approval
2nd Full Resolution
3rd Executive Vice Chancellor Approval
4th Projects Committee (Chancellor) Approval
5th Medical Finance Committee Approval
6th B & G Committee Approval

\$5,000,000 and above

1st Capital Planning Approval
2nd Full Resolution
3rd Executive Vice Chancellor Approval
4th Projects Committee (Chancellor) Approval
5th Medical Finance Committee Approval
6th B & G Committee Approval
7th Executive Committee Approval

NOTE: Approval levels also apply to planning funds and to sole source approvals (>\$25,000)