

<b>SUBJECT:</b> <b>Building Start-up Construction Funds Procedure</b>	<b>Effective Date:</b> 4/19/2013	<b>Procedure Number:</b> FS 2013 FS0009	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> <b>Associate Vice President, Administration and Finance (Facilities and Safety)</b>		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to departments in Facilities & Safety (F&S), Facilities Planning & Construction (FP&C), Facilities & Safety Business Office (FSBO), the Associate Vice President, Administration and Finance (Facilities and Safety), and the Provost.

**PROCEDURE STATEMENT:**

In order to ensure that newly constructed facilities can be operated and maintained when occupied, while precluding over-spending, requests for start-up equipment will be reviewed within F&S and the office of the Provost prior to acquisition.

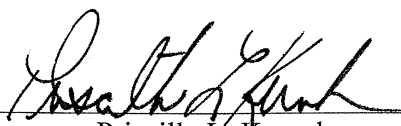
**DEFINITION:**

**Start-up Equipment:** equipment ordered and staged in advance of a new building's occupancy, and used at the onset to maintain that specific building

**PROCEDURES:**

1. Facilities Planning & Construction (FP&C) notifies the F&S departments to submit their start-up equipment lists for a new construction building during the construction documents phase, and before the Guaranteed Maximum Price (GMP) negotiations are finalized and approved.
2. FP&C will receive the lists from the departments and determine how funds needed for the building start-up equipment are to be included in the GMP.
3. FP&C will forward the lists to the FSBO.
4. The FSBO will review the lists, make necessary adjustments and recommendations, and forward the lists to the Associate Vice President (AVP) and Provost for approval.

5. Once the approvals have been received, FSBO will notify the departments by email that the lists have been approved.
6. The department can start gathering quotes (must be current, not expired) for equipment on the list, along with the requisition form, including contact information, vendor information, and category/account numbers.
7. The requisition forms, along with the quotes, will go to the FSBO accountant who oversees the processing of expenditures for the project.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President, Administration and Finance (Facilities and Safety)	3/22/13