

<b>SUBJECT:</b> Notification Procedure for Projects Funded by Utilities Infrastructure and Minor Projects (UI/MP) funds	<b>Effective Date:</b> 2/28/12	<b>Procedure Number:</b> FS 2012 RM0003	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> FSBO Manager		

**APPLICABILITY/ACCOUNTABILITY:**

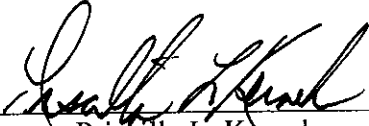
This policy applies to Facilities Planning and Construction (FPC), Facilities Operations, Landscape & Natural Resources (L&NR), Emergency Management, Environmental Health & Safety (EHS), Facilities & Safety Business Office, Sustainability & Energy Management (SEM), University of Central Florida Police Department (UCFPD), and Facilities Planning: Facilities Improvements (FI).

**PROCEDURE STATEMENT:**

Project managers will be notified, via email, by the FSBO accountant when their project has been funded by Utilities Infrastructure or Minor Projects funds (UI/MP) and a PO has been issued. The Project Managers have ‘read only’ access to the UI/MP funding log to check the funding status of their projects. Work will not begin until a PO is in place.

**PROCEDURES:**

1. FSBO accountant receives approved UI/MP funding requests from the AVP office.
2. FSBO accountant will update the UI/MP funding log with the current project status.
3. FSBO accountant will enter all funding information on the corresponding UI/MP spreadsheets.
4. FSBO accountant will create ID transfers to transfer the approved UI/MP funds to the appropriate department or project.
5. FSBO accountant will create requisition and submit to Purchasing for approval.
6. FSBO accountant will notify the project manager, via email, when his or her PO has been dispatched by Purchasing. A copy of the PO will be attached to the notification email.
7. FSBO accountant will update the UI/MP funding log with the PO number and indicate that the notification email has been sent.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	2-28-12