

<b>SUBJECT:</b> Notification Procedure for Projects Funded by Facilities & Safety Non-Recurring Funding Requests (F&S Funds)	<b>Effective Date:</b> 10/2/19	<b>Procedure Number:</b> FS 2012 RM0003	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Director, Facilities & Safety Business Office		

**APPLICABILITY/ACCOUNTABILITY:**

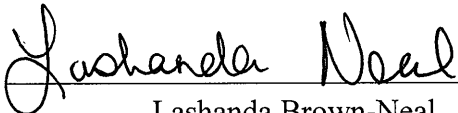
This procedure applies to all requests for use of Facilities & Safety non-recurring funds.

**PROCEDURE STATEMENT:**

When additional funds are needed, the Requestor shall complete the Facilities & Safety Non-Recurring Funding Request form. If applicable, the form requires a Project # or Work Order #. Prior to approval, the funding request must be routed through the F&S Business Office.

**PROCEDURES:**

1. The Requestor will complete and submit a Facilities & Safety Non-Recurring Funding Request form, along with backup documentation, to the FSBO assistant.
  - a. If a Project # or Work Order # is used, complete the Requestor Use Only section.
2. The FSBO assistant will assign a funding request # and route the request to the AVP office for approval/denial.
3. The AVP office will return the request to the FSBO assistant.
  - a. The assistant will email the requestor(s) to notify them of the request's approved or denied status.
4. If approved, the request will be submitted to the accountant for funding allocation.
  - a. The accountant will issue a requisition, if necessary.
    - i. If a requisition was issued, the Procurement Office will issue a Purchase Order and email it to the Requestor.
  - b. The accountant will return the form to the assistant for departmental record purposes.

Approved By:	Date Approved:
	10.2.19
Lashanda Brown-Neal Director, Facilities & Safety Business Office	

Revision Log

Version	Description of Changes	Date
0	Original approved procedure	2/28/12
1	Updated by FSBO to reflect changes in operations	10/2/19