**Facilities Planning and Management (FPM)**

**Procedures for Establishing Customer Funded Plant Fund Accounts**

For customer-funded projects only:

1. Project Development
   1. Customer meets with Project Manager (PM)
      1. Develop project
      2. Agree on scope
   2. Customer receives estimate from PM
      1. Email/correspondence should include project title (descriptive of project scope, building name and room numbers), and project number
      2. Carbon copy FPM Business Services Director
   3. Customer decides on funding source
2. Plant Fund Account (PFA) Established
   1. Business Manager (of Customer’s department) sends email to FPM Business Services Director with index number to be used for project funding
   2. FPM Business Services Director checks index number for program code
      1. If “0” (e.g., carry forward, budget holding, unallocated), index number cannot be used
      2. Otherwise, FPM Business Services Director will verify that funds are available for transfer
   3. FPM Business Services Director assigns PFA index number (from list provided by Fiscal Operations Director of Accounting)
   4. FPM Business Services Director sends an email to Fiscal Operations requesting journal voucher to transfer funds from the customer’s index number and FOAPAL into the assign PFA
3. Fiscal Operations will respond by email indicating that PFA has been established. This email will be distributed to Director of Business Services and the Budget Analyst.