**V Requesting Funding**

When an estimate is accepted or established,

**a) Customer Index**

**What Is It?**

* Customers may fund projects with an approved index. The index is a six-digit number assigned to the department. The index can be charged directly or it can be used to transfer funding into a plant fund (see c).

**Who Is Involved?**

* The Business Manager or other approved individual must authorize the use of the index. Approval via email is the easiest way to document the information. The FP&M Business Office or the Design Services Director of Small Projects and Customer Funded projects will confirm that the index can be used.

**How/Process**

**Checklist**

**Timeline Considerations**

**Forms**

* Customers can provide an email with an index and authorization to use the account. Customers can also provide the information via fax (do we want to do this? The estimate form has this on it now…)

**Filing**

* Information should be entered onto the work order (WO) and filed in the project folder.

**b) IRB**

**What Is It?**

* An IRB is like an internal check. A department fills out a form authorizing the use of an index. The value on the form is transferred into the Design Services reimbursable account (164351). The project manager can use the reimbursable account to cover the cost of the project. The unused balance should be returned to the customer upon completion of the project. If additional funds are required, an increase must be requested from the customer. The value of work should remain under $25,000 if using an IRB.

**Who Is Involved?**

* The customer fills out the form and sends it to the FP&M Business Services office. FP&M BS will transfer the funding into the reimbursable account.

**How/Process**

**Checklist**

**Timeline Considerations**

**Forms**

* An IRB form

**Filing**

* The project manager needs to keep track of the value of the funding, the approval received, and track the charges against the reimbursable account.

**c) Plant Fund- Setting One Up**

**What Is It?**

* A plant fund account (PFA) is requested for projects in value over $25,000.
* Customers may fund the account with an index, it may be funded through grants or bonds, deferred maintenance, or State funding.
* Plant funds are tied to the Project Tracking System (see c.iii.).

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**Who Is Involved?**

* Customer
* Planner
* DC&S business manager
* FP&M business manager
* Associate Vice President of FP&M
* VP Business and Facilities Operations
* the customer’s business manager

**How/Process**

**Checklist**

**Forms**

**Filing**

**c) Plant Fund- Appropriations Request**

* An Appropriations Request must be filled out for projects with a value greater than $50,000.

**c) Plant Fund- Request an FO for PM fees**

* A project manager will track their time on the Project Tracking System. An FO# must be requested to tie project manager fees to the plant fund.

**c) Plant Fund- Project Tracking System (PTS)**

* The Project Tracking System is used for projects that are tied to plant fund accounts.
* The following information is entered by Business Services, and will be entered by the time the project is assigned to the PM:

1. Plant fund account number
2. Funding Sources and amounts
3. Project Name

* The following information is entered by the project manager:

1. Project Number
2. Scope
3. Status
4. Designer
5. Contractor
6. FO# for PM fees
7. Dates
8. Status Description
9. Time Tracking

**d) Increase funding**

Customer funded project

Increase to current PFA once bids are back.

Email customer (business manager) and request additional funding. Have Customer’s business manager email Angela Strickland with the INDEX number. Angie will do the appropriation request.

BOG increase

Do not have to do appropriations if coming from deferred maintenance. If customer funded contact customer and angie to have transfer happen. Appropriation?

**What Is It?**

**Who Is Involved?**

**How/Process**

**Checklist**

**Timeline Considerations**

**Forms**

**Filings**