
Applies to: All Employees in Plant Operations

PROCESS

Issued: September 1, 2010

PURPOSE

To define and allocate project funds on a pro-rata basis in compliance with the University's treasury and cash management guidelines for taxable and tax-exempt bond funds. This process is appropriate for the construction of space identified as having a full or partial non-governmental occupancy and or usage.

GUIDELINES

1. Space that is identified as having ANY percentage of non-governmental usage or function is limited in amount that can be funded by tax-exempt bonds.
 - a) Project Manager (PM) shall identify and categorize space/program within the facility and the corresponding gross square footage (GSF) of the space designating each category as governmental or non-governmental.
 - b) PM shall list each space description and the corresponding GSF in the allocation table provided (Attachment A). The table calculates the corresponding ratio of each space as a percentage of the overall GSF, which is inserted at the top of the table.
 - c) Upon calculation of space ratios, each space type shall have a correlating total value within the table. PM shall allocate the value of each space type across the available funding sources ensuring space identified as having ANY percentage of non-governmental use or function is not funded by tax-exempt bonds unless otherwise identified by Treasury. Other statutory funding restrictions should also be taken into consideration when determining allocations, as deemed appropriate.
2. All spaces designated as governmental can be funded through any available tax-exempt bond dollars.
3. Each vendor invoice shall be encumbered utilizing the same ratio as determined in the funding allocation table.
4. A separate accounting allocation table is provided for the identification and instruction to process invoice payments. The PM will attach the accounting allocation form upon invoice approval and submit for payment (i.e. Professional Services, Contractor, etc.)

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5. A pre-formatted space is provided in the header of the allocation form to input the invoice total which will automatically distribute, on a pro-rata basis, across the available funding sources when the invoice amount is input.
6. At the beginning of each project, the PM, Principal Project Manager (PPM) and Accounting will work collaboratively, with input from Treasury as needed, to determine:
 - the appropriate designation of space type,
 - the identification of non-governmental and governmental function,
 - the assigned GSF for each space type and the formatting, and
 - to establish the accounting allocation.
7. The accounting allocation form shall accompany EVERY invoice submitted to accounting for processing when payment as requested.

REVIEW and RESPONSIBILITIES

Responsible Party: Executive Director, Facilities Planning & Construction
Review: Every two (2) years