



Facilities Management CONSTRUCTION PROJECT APPROVAL FORM

Required for Projects > \$100,000

Please fill out sections A, B, C & D and return signed form to Susan McGuire: smcguire@csus.edu.

Detailed form instructions on page 3.

A. Project Description

Project Title:

Project Budget:

Brief Project Scope:

Building Name:

Recommended Delivery Method (JOC/TOCA/BID/Inhouse):

2-7 attached Y/N, Date Prepared:

B. Requester Information

Name/Department:

Phone:

Email:

Date:

C. Project Funding

Project Funding Source: (Check all that apply)

☐ UBAC/President ☐ Chancellor's Office ☐ Department/Division ☐ Central Reserves ☐ Self-Support

Chartstring and/or Speedtype:

Has the funding source(s) been pre-approved by Accounting Services to verify validity? ☐ Yes ☐ No

Funding: ☐ In Place ☐ Anticipated ☐ Unknown

D. Department Approvals

Program Center/AVP/Director (Name & Title):

Signature: _____

Date:

Additional Approving Authority (VP/Cabinet) for projects over \$250,000 (Name and Title):

Signature: _____

Date:

E. Facilities Approving Authority (FM Administration) Internal use only

Victor Takahashi, Director, Planning, Design & Construction

Signature: _____

Date:

Proposed Project Priority: ☐ High ☐ Medium ☐ Low

F. Funding Setup (FM Administration) Internal use only

Check All Parties That Need to Approve the Project:

- ☐ Board of Trustees
- ☐ Minor Design Change Committee (MDCC)
- ☐ CPDC Required for Major Cap > \$759K
- ☐ Board of Directors

Has the Approval Been Granted?

- ☐ Yes ☐ No
- ☐ Yes ☐ No
- ☐ Yes ☐ No
- ☐ Yes ☐ No

Source Chartstring:

Project Code:

Amount:

New Chartstring:

AIM Project # / Work Order #:

Speedtype Requested (if applicable):

Additional Comments:

CONSTRUCTION PROJECT APPROVAL FORM INSTRUCTIONS

Projects are initially requested via a Facilities Management AIM work order, email, Pre-Construction Project Request Form or a Chancellor's Office allocation order.

In accordance with Executive Order 672, which delegates authority to assume responsibility of all state and non-state funded capital outlay projects to the campus president, Item II c states the campus president is responsible for ensuring that:

Appropriate internal controls and processes on the campus are in place to ensure that responsibilities are carried out in a manner consistent with the campus management plan submitted with the request for delegation.

AFTER THE PRE-CONSTRUCTION PROJECT APPROVAL FORM IS COMPLETE AND THE REQUESTOR APPROVES THE PROJECT TO MOVE TO DESIGN AND CONSTRUCTION

IF THE PROJECT COST IS > \$100,000:

-The Construction Project Approval Form above must be signed by the Department Head or AVP and the Facilities Management, Director of Planning, Design & Construction is required.

IF THE PROJECT COST IS > \$250,000

-The Construction Project Approval Form will also require an additional signature by a Vice-President or the Provost.

-The project will then be scheduled by the Facilities Management, Director of Planning, Design and Construction based on resource availability and campus priorities.

INSTRUCTIONS

SECTION A: The requestor will fill out this section as best as possible, seeking help from the project manager as needed.

SECTION B: This will be the contact person for the project (typically the budget analyst).

SECTION C: Please provide funding details for the project.

SECTION D: Obtains all necessary signatures via e-signature or wet signature.

-Projects over \$100,00 require an AVP or Director signature.

-Projects over \$250,000 require a VP or cabinet level signature.

SECTIONS E-F: to be completed by Facilities Management

FORM SUBMITTAL

Submit signed form via email at smcguire@csus.edu or via mail to Facilities Administration, Campus Zip 6002.