University Policy 6160

Capital Improvement Project Authorization

Effective Date

July 1978

Last Revision Date

October 2007

Responsible Party

Vice President and Chief Financial Officer, (208) 426-1200

Scope and Audience

This policy applies to all requests for capital improvement projects.

1. Policy Purpose

   To establish University policy and procedure for requesting capital improvements.

2. Policy Statement

   Capital improvement projects can only be undertaken when properly authorized. This policy is intended to establish roles, responsibilities, and procedures for obtaining approval for such projects.
3. Responsibilities and Procedures

3.1 Procedure

3.1.1 Submission of Request or Proposal

All requests or proposals for capital improvements in areas funded by state monies or local funds must be submitted in written form to the Vice President and Chief Financial Officer. The written request or proposal must list a description of the project and estimated costs, no later than May 1 of each year, for the next fiscal year.

3.1.2 Request or Proposal Review

The Facilities Planning Committee will review all requests or proposals after May 1 and approve those projects they determine to have the highest priority, and for which funds are available. Approved requests or proposals will then be given to the university architect for action. In turn the approved requests and proposals will be given to the State Board of Education for their approval, and if required, to the State Permanent Building Fund Council for their approval.

3.1.3 Project Bid

After the necessary approvals have been given, the proposed project will be prepared for a bid. All bids will be submitted to the State Board of Education/Division of Public Works for the award of a contract.

3.1.4 Role of Vice President and Chief Financial Officer

The Vice President and Chief Financial Officer will be responsible for control of the project budget. The Vice President and Chief Financial Officer will also notify the president of the university to include all requests for approval on agendas, including all change orders, and authorizing all payments for all work completed.

3.1.5 Role of the University Architect

The University architect will be responsible for obtaining all approvals from the Division of Public Works, supplying all information pertaining to the project budget to the Vice President and Chief Financial Officer, and overseeing the project to its completion.
3.1.6 Record of Projects

A project data form will be on record in the office of the University architect, which contains data on the progress of each project, dates of approval, awards of bids, and project construction schedules.

Revision History

July 1995; October 2007