

Please complete form, print and sign. Scan form and other documentation (if required) and email or send by campus mail to F&S Capital Programs Division

# Project Funding Commitment

Date:

(Fields with labels in red are required information)

## Section 1: Committing Organization

**Project Name:**  **Total Commitment Amt \$:**   
(NOTE: enter only whole numbers in \$ fields; no commas)

**Project Number:**  **Will FF&E purchases be included in the bid package?**  Yes  No

**College, Department or Organization:**

**Business Contact** (for info, funding transfers):  **Phone:**  **Email:**

**Responsible Party** (e.g., Dean, Dept Head):  **Authorized Signature:** \_\_\_\_\_

## Section 2: Funding Source Breakdown

(Select all that apply)

### AMT \$

To be transferred to an F&S managed plant fund.

F&S will establish a project plant fund(s) based on your funding source(s) and arrange transfers.

**PLEASE NOTE:** In making this commitment you authorize F&S to charge your account or initiate transfers when appropriate for the project. You will be notified by email when this occurs.

<input type="checkbox"/> Departmental / ICR Funds	CFOP	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Gift * Donor Agreement Number	CFOP	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Grant * Grantor	CFOP	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Def. Maint. - AFMFA	Fiscal Year Allocated	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Def. Maint. - Facility Reserve	Fiscal Year Allocated	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> State Budget Funds	CFOP	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> State Capital Appropriation	CFOP	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Bond	Series	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> COPS	Series	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> AFS R&R	Fiscal Year Allocated	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Internal Loan *	Anticipated duration in months	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other (dept specified) *	CFOP	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other (dept specified) *	CFOP	<input type="text"/>	<input type="text"/>

Additional Notes:

Undistributed commitment; must read 0

# INSTRUCTIONS - Project Funding Commitment

## General Instructions Regarding Project Funding

University Accounting policy dictates that (1) project plant funds may not spend in overdraft; and (2) funding levels must exist in a project plant fund to cover any and all project contract encumbrances. Accordingly, for project plant funds established by F&S, we require two things:

- \* Verification that a funding plan exists to fully fund a project through completion
- \* Funding transfers sufficient to cover each phase of design / bid / build

Projects executed by F&S may not proceed until these conditions are satisfied.

The standard funding plan transfer schedule is shown below. Variances to this plan should be arranged and documented prior to the project commencing. NOTE: For projects with multiple funding sources, transfers may be processed on a pro-rata basis. Unused project funds will be returned on a pro-rata basis. Any deviation will require Campus approval.

Project Size	
< \$1M	..... All funds due on or before issuance of first contract or work order.
\$1M - \$5M	..... Draw 1: Funds required for design phase per project plan ..... Draw 2: Balance of project budget due on or before issuance of construction contracts
>\$5M	..... Draw 1: Funds required for design phase ..... Construction phase draws by written arrangement, but no less than quarterly forecasted need

Project Financial Operations will provide a project funding summary aligned to the project schedule. **F&S will initiate transfers from the CFOP(s) you provide** per that summary and schedule. If project schedule changes preclude the need for transfer, F&S will provide an amended summary.

**Please read the following regarding Furniture, Fixtures & Equipment (FF&E):** If FF&E purchases are included in the bid package, F&S will facilitate the ordering, receiving and payment of these on your behalf. FF&E expenses will post to a plant fund managed by F&S under your Org code in account 176700, a non-tagable inventory account code. F&S Project Financial Operations will periodically provide detail of FF&E purchases to the listed Business Contact. It is the Unit's responsibility to review this report, move the expenses from account 176700 to the appropriate Banner account code, ensure proper identification of assets in Banner Fixed Assets, and notify University Risk Management to determine if insurance is necessary. By submitting this funding form, you acknowledge this and accept responsibility for these items.

## General Instructions Regarding This Form

### Section 1: Committing Organization

- Project Name and Number:** The project name provided to you by F&S Capital Programs Division.
- Commitment Amt \$:** The total amount the organization is committing to the project. Breakdown of source amounts is provided in section 2.
- College, Department or Org:** The name of the entity in control of and/or responsible for coordinating the funding source(s).
- Responsible Party:** The person with oversight and management responsibility for the above entity.
- Business Contact:** Typically business manager or other person who would coordinate transfers.

### Section 2: Funding Source Breakdown

Multiple methods of funding may be selected in this section.

- Departmental / ICR Funds:** Unrestricted funds. Provide CFOP from which funds will be transferred.
- Internal Loan:** Provide your anticipated duration of the loan (months) and documentation (email, etc.) that affirms UA Capital Financing has been contacted and that an internal loan is established or in process.
- Gifts & Grants:** Provide CFOP. **Note: Unless gift funds are/will be in place to meet the funding summary schedule, bridge funding will be required (internal loan, COPS, etc.).** Provide documentation that affirms UA Capital Financing bridge funding is / will be established. **Please note that despite the generic instructions of the form, it is assumed that all grant funds will be direct-charged even if all other funding is transferred to F&S-managed plant funds.**
- Bond or COPS:** Provide your anticipated issuance date and any affirming supplemental documentation. **NOTE: If UA Finance planned issue date is after project start, you may need to provide interim funding.**
- Deferred Maintenance Sources:** Denote the fiscal year allocation of these funds. If more than one year, describe in "Add'l Notes".
- Other:** Please be as specific as possible. Use "Add'l Notes" as needed. "Other" may be used when there might be multiple CFOPs for one fund source type (e.g., two different ICR CFOPs).

Questions: Please contact: F&S Project Financial Operations