JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NO.: IV.14 **DATE: August 2019**

REVIEW/REVISION DATES: August 2019, Oct 2022, Feb 2024

SUBJECT: Capital Outlay Project Policy

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy establishes key controls relating to various sized capital construction projects.

POLICY

Capital Planning and Facilities has the responsibility for executing capital construction projects and complying with the requirements set forth in established Jacksonville State University Policy, the Code of Alabama 1975 and such federal laws and regulations as may be applicable.

Capital Construction project requirements:

- All capital construction projects $100K or greater must be documented on a Capital Outlay Project - Form 5.
- The completed Capital Outlay Project – Form 5 must be accompanied with documentation to support the estimated cost of the project (such as, renditions or schematic drawings as defined in Service A in Article 3 of the Standard Articles of the Agreement Between Owner And Architect (ABC Form B-2A)) .
- The capital construction project, as documented on the Capital Outlay Project – Form 5, must be properly approved prior to the engagement of a design consultant (defined as Service B in Article 3 of the Standard Articles of the Agreement Between Owner And Architect (ABC Form B-2A)) and the initiation of the bid process.
- The bidding process must comply with Title 39 of the Code of Alabama 1975 and such federal laws and regulations as may be applicable (i.e., 2.CFR.200).
- All capital construction related contracts must be reviewed by the University Counsel prior to final approval.
- All capital construction contracts must be approved in accordance with the Transaction Authorization Matrix (I.05.03).

- No work can commence on a capital construction project until the project has been properly approved per the Transaction Authorization Matrix (I.05.03), bid, and a contract has been signed by the Vice President, Finance & Administration or President and a purchase order has been issued by the Office of Procurement and Fixed Assets.

Review and approval requirements for the Capital Outlay Project - Form 5:

Construction Projects $100K to $250K:
- Review and approval by the Vice President, Finance & Administration.

Construction Projects $250K to $500K:
- Review and approval by the Vice President, Finance & Administration.
- Notify the President if approved.

Construction Projects $500K to $750K:
- Review and approval by the Vice President, Finance & Administration.
- Review and approval by the President.

Construction Projects $750K to $1.5MM:
- Review and approval by the Vice President, Finance & Administration.
- Review and approval by the President.
- Notification to the Board of Trustees if approved by the President.

Construction Projects >$1.5MM:
- Review and approval by the Vice President, Finance & Administration.
- Review and approval by the President.
- Review and approval by the Board of Trustees.

RESPONSIBILITY

The Vice President, Finance & Administration is responsible for this policy.

EVALUATION

This policy will be reviewed every five (5) years by the Vice President, Finance & Administration.