

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Capital Planning

**Regulation and Procedure
Number: URP: 04.570**

Policy Owner: Finance and Administration

POLICY STATEMENT

The purpose of this University Regulation and Procedure (“URP”) is to provide guidelines under which capital expenditures will be approved for Texas Woman’s University’s (“University” or “TWU”) future budget planning and the five-year capital plan. This planning and budgeting program allows divisions and college areas to request funding for capital expenditures and space utilization in their respective areas, to provide a capital budget process, and to support state requirements.

APPLICABILITY

This policy is applicable to TWU Employees.

DEFINITIONS

1. “Capital” means funds held in deposit accounts and/or funds obtained from special financing sources.
2. “Capital Budgeting” means allocating funds for projects that add value to the University. The capital budgeting process can involve almost anything, including acquiring land, purchasing fixed assets like a new truck, or purchasing a capital asset such as software.
3. “Capital Expenditures” means any request for University funds that exceed the amount set forth by the Senior Vice President for Finance and Administration (“SVPFA”). These funds may be used for facilities renovations, equipment, software, etc.
4. “Capital Planning” means a disciplined effort at assessing the current and projected needs of the University and creating a strategic budget plan for addressing those needs within financial constraints.

5. "Employee" means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.
6. "Five-year Capital Plan" means the Capital Expenditure Plan (MP1) institutions are required to submit by July 1 of every year in accordance with Texas Higher Education Coordinating Board ("THECB") Rule §17.101 and as required by Texas Education Code, §61.0582.
7. "Space" means University property allocated to departments, users, and programs for the sole purpose of advancing the University's mission. Space is a valuable, finite resource that will be surveyed, managed, and allocated similar to budgets or personnel.
8. "Space Utilization" means the efficient use and leverage of space to achieve university goals and objectives. Spaces will be used for their intended functions and in appropriate time utilization. Periodic reviews will identify inefficient space to be considered for possible reallocation.

REGULATION AND PROCEDURE

I. Capital Expenditures Requests

- A. All project requests must go through Facilities Management and Construction ("FMC") for review and approval (See FMC Project Request Process).
- B. Project requests received by FMC that exceed the Capital Expenditure amount set forth by the SVPFA will be submitted for approval and prioritization by the Capital Planning Committee.

II. Capital Expenditures Prioritization

- A. FMC will conduct a budgeting exercise that includes the communication of a submission deadline for capital projects, space, and equipment to be considered in the following fiscal year capital budget. This communication is the "Call for Projects" made by the SVPFA.
- B. Leaders from the University will appoint members to form a Capital Planning Committee charged with reviewing a master list of proposed projects.

1. Committee membership will be by appointment and represent a broad spectrum of University perspectives, including faculty and staff, as well as perspectives from each TWU campus.

C. The Capital Planning Committee will review and recommend a prioritized list of projects for the next fiscal year's capital budget and five-year capital plan.

III. Capital Budgeting

A. The prioritized list created by the Capital Planning Committee will be forwarded to Capital Budgeting for further review.

B. Capital Budgeting process will proceed utilizing the recommended prioritized list of projects and capital requests. Capital requests will be selected and funded based on the University's strategic needs and funds availability.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[Project Request Process](#)

FORMS AND TOOLS

None

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