

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 an annual capital budget process, and to support state requirements.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

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 or purchasing fixed assets like a new truck or the purchase of a capital asset, such as software.
3. “Capital Expenditures” means any request for University funds that exceed the amount set forth by Vice President for Finance and Administration (“VPFA”) on an annual basis. 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. Five-year Capital Plan (MP1) - In accordance with THECB Rule §17.101, by July 1 of every year, institutions are required to submit a Capital Expenditure Plan (MP1) as required by Texas Education Code, §61.0582.
6. “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.
7. “Space Utilization” Space will be efficiently used and leveraged to achieve university goals and objectives. It will be used for its intended function and to its appropriate time utilization. Periodic reviews of space will be made and inefficient space will 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 Facilities Management and Construction that exceed the Capital Expenditure amount set forth annually by the VP of Finance and Administration will be submitted for approval and prioritization by the Capital Planning Committee.

II. Capital Expenditures Prioritization

- A. FMC will conduct an annual budgeting exercise that includes an annual submission deadline in order for capital projects, space, and equipment to be considered in the following fiscal year capital budget.
- 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 of our campuses.

- 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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