



Project Management & Construction Services

Standard Operating Procedures

I. Title: Project Funding

II. Purpose: Ensure that project funding is secured in a timely fashion through approved sources to minimize funding related interruptions in the project life cycle.

III. Definitions LERR - Library & Equipment Repair and Rehabilitation

PUF - Permanent University Funds

R&R - Recapitalization & Renewal

ADA - Americans with Disabilities Act

STARs - Science & Technology Acquisition and Retention

IV. Actions (Initial & Supplemental Project Funding)

1. The Client and PM identify budget limitations and funding type. This will include identifying if the funding has an expiration date that will affect the project schedule.
2. The PM prepares the Estimate form and the Estimate Letter. The Estimate Letter goes through the Preliminary Estimate Review process (See the SOP for Preliminary Estimate Review and Approval) and is then sent to the client with appropriate attachments, including the “The Client Authorization to Proceed”.
3. The PM obtains a completed and signed Client Authorization to Proceed form or an email stating the amount to be funded and the funding source account number from a person who has signing authority on said account. The PM emails the authorization to the PS.
4. Upon receiving the Client Authorization to Proceed form or the authorizing email, the PS verifies that the sender has account authorization and that there is sufficient funds in the account. If the given authorizer does not have authorization or the account does not have sufficient funds, the PS advises the PM who should then notify the client. Once the information is verified the PS creates the initial Request to Transfer Funds and emails it to the PM for his/her electronic signature. The PM returns the electronically signed form to the PS who files it and the authorization in the project folder in the Financial file. Unless the funding source is ADA, R&R or PUF the Project Specialist emails the Request for Transfer with the Client Authorization to Proceed form or email from account



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authorized signer to [FS-Special Bus Svc Project Accounts@austin.utexas.edu](mailto:FS-Special_Bus_Svc_Project_Accounts@austin.utexas.edu). Business Services coordinates with the Office of Accounting to create the project account and transfer funding from the approved funding source. Business Services will note the funding transfer in FAMIS and notify the PM and PS that the funds have been approved.

ADA/R&R: After the PS secures the PM's electronic signature he/she sends the Request to Transfer package electronically to the Project Management Associate Director for approval. The PM Assoc. Dir. is to electronically sign and return it to the PS by email. The PS copies and files in the project folder titled Financial and then forwards to the R&R Administrator in Facilities Maintenance. The R&R Administrator will forward it to Business Services. Business Services coordinates with the Office of Accounting to create the project account and transfer funding from the approved funding source. Business Services will note the funding transfer in FAMIS and notify the PM and PS that the funds have been approved.

PUF: After the PS secures the PM's electronic signature and files it in the electronic file folder, he/she sends the Request to Transfer package electronically to the R&R Administrator in Facilities Maintenance. The R&R Administrator will forward it to Business Services. Business Services coordinates with the Office of Accounting to create the project account and transfer funding from the approved funding source. Business Services will note the funding transfer in FAMIS.

5. Funding Type & Required Attachments

- LERR - No authorization required (Year-long authorization derived from Budget Office letter)
- PUF - Letter or email authorization from Fire Prevention Services
- R&R - R&R Project Requirement Submittal form, or copy of Deferred Maintenance Report page where project appears
- FPS - Letter or email authorization from Fire Prevention Services
- ADA - Completed R&R Requirement form
- STARs - Client Authorization to Proceed or email authorization from authorized account signer
- DEPT - Client Authorization to Proceed or email authorization from authorized account signer

V. References

- Request to Transfer Funds
- Preliminary Estimate Letter
- Preliminary Estimate Review SOP
- Estimate Form
- Client Authorization to Proceed Form