

Project Funding Commitment

Date:

Please see INSTRUCTIONS on page 2 for general information on the project funding process and help with this form.

Section 1: Committing Organization

(Note: enter only numbers & decimal points in \$ fields; no commas)

Project Name: Total Commitment Amt \$:

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

Projects may be funded in two ways. Please check each method and source type that apply:

Method 1 Funds to be transferred from a source to an F&S-managed project plant fund (RED = required field)

This method is most typical. F&S will establish project plant fund(s) based on your funding source(s) and arrange for funding transfer based on the project plan (see instructions page). **PLEASE NOTE: IN MAKING THIS COMMITMENT YOU AUTHORIZE F&S TO INITIATE NECESSARY TRANSFERS OF FUNDS FROM THE ACCOUNT(S) YOU DESIGNATE BELOW WHEN THE PROJECT COMMENCES. YOU WILL BE NOTIFIED BY EMAIL WHEN THIS OCCURS.**

source(s):		AMT \$
<input type="checkbox"/> Departmental / ICR Funds	CFOP <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Internal Loan (If selected see INSTRUCTIONS. Supplemental documentation required)	Anticipated duration (mos) <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Gift (NOTE: if selected see INSTRUCTIONS. Supplemental documentation also required)	CFOP <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Bond	Anticipated issuance date <input type="text"/>	<input type="text"/>
<input type="checkbox"/> COPS	Anticipated issuance date <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Def. Maint. - AFMFA	Fiscal Year <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Def. Maint. - UA Reserve	Fiscal Year <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other (specify) <input type="text"/>		<input type="text"/>

Method 2 Direct charge to your CFOP (With exception for grants, typically not allowed for projects > \$500K or duration > 1 year)

<input type="checkbox"/> Departmental / ICR Funds	CFOP <input type="text"/>	<input type="text"/>
<input type="checkbox"/> State Budget Funds	CFOP <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Grant (Grantor): <input type="text"/>	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 project start.

NOTE: For projects with multiple funders/funding sources, transfers will be processed and unused funds returned on a pro-rated basis unless F&S is instructed in writing otherwise.

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 annual forecasted need

Project Financial Services 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 project budget includes FF&E, then F&S will order and receive these on your behalf. F&S will process electronic transfer to your Org code in Banner Fixed Asset for all items requiring property tags and provide documentation to you. By submitting this funding form you acknowledge this and accept responsibility for these items per OBFS policies .

General Instructions Regarding This Form

Section 1: Committing Organization

- Project Name:** The project name provided to you by F&S Planning 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. However, although workable, it would be very unusual for Method 1 and Method 2 sources to be used on the same project from the same committing organization.

Method 1 - Funding transfer

- Departmental / ICR Funds** Unrestricted funds. Provide CFOP from which funds will be transferred.
- Internal Loan** Provide your antipated 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.
- Gift** 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.
- 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'd Notes".
- Other** Please be as specific as possible. Use "Add'l Notes" as needed.

Method 2 - Direct Charge to Your Account

Specify CFOP. Please note that for this method, while construction and professional services contracts will be approved and managed by F&S, any supplemental purchase orders (for example, for furniture) will need Banner approval by your organization's financial manager.