



University of California  
San Francisco

Capital Projects &  
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San Francisco, CA 94110

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UCSF Box 0894  
San Francisco, CA 94143

Telephone:  
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Date

Name, Title

Department

Box #

Re: Project Title  
UCSF Project No.: MXXX; Plant Acct. No.: 9XXXXX

The attached project budget worksheet indicates an estimated project cost of \$XXXX through the XXXXX phase. We have received funding to date of \$XXXX; therefore we are requesting the full amount or \$XXXX at this time in order to proceed.

Budget Transfer and Financial Journals for the School of Medicine, including SOM-funded projects managed by the Medical Center, will be prepared by Grace Crvarich in the Dean's Office, School of Medicine. Please complete the Project Authorization and Funding form and Dispute Resolution form and forward to Grace Crvarich at Box 1379, to be included as attachments with these funding journals. School of Medicine projects anticipated to have a total project cost in excess of \$50,000 must be approved by the Dean's Office before any budget transfers and financial journals will be initiated and any additional work can proceed.

If you have any questions regarding the budget or any other aspects of the project, XXXX is the Project Manager and can be contacted at XXX-XXXX to provide additional assistance.

Sincerely,

Steven M. Wiesenthal, AIA  
Associate Vice Chancellor

Michael G. Bade  
Director of Capital Programs

*(only need SW's signature if it is to E. Vermillion, a major, or going to Planning)*  
*(Mission Bay projects need both SW's and MB's signature)*

enc.

cc: Dennis Burke – Budget - Box 0285  
Grace Crvarich- SOM - Box 1379  
Project Manager - CPFM-Box 0894  
Assoc Project Manager - CPFM- Box 0894  
Project Management Assistant - CPFM-Box 0894  
Capital Accounting - Box 0812  
CPFM Capital Accounting Analyst - Box 0894  
Project File



**Project Number:** MXXX  
**Project Title:** XXXXXX  
**Plant Account No.:** 9XXXXX

**DISPUTE RESOLUTION PROCESS AUTHORIZATION  
FOR CAPITAL PROJECTS**

"If a dispute regarding charges should arise during the project, and the dispute cannot be settled by the two parties involved, then the client agrees to a mediation process. If the dispute cannot be resolved through the mediation process, the dispute will be submitted to binding arbitration."

**Mediation process:** A mediator who is mutually acceptable to both parties will hear a brief but clearly defined presentation of the facts and make an expeditious decision. The typical fee for a mediator would be approximately \$100/hour for approximately one day to be paid half by the client and half by Capital Programs. The purpose of mediation is to identify the issues that separate the parties and to help develop common ground as a basis for resolution of the dispute. Mediation should not be undertaken if either of the parties feels their respective position is not subject to compromise.

**Binding arbitration process:** An arbitrator, mutually acceptable to both parties, would hear a brief but clearly defined presentation of the facts and render a decision. The fee for an arbitrator would be approximately \$100/hr for approximately one day to be paid half by the client and half by Capital Programs. The decision of the arbitrator shall be final and binding upon both parties."

We concur:

1. _____	1. _____	_____
(Funding Source)	(Project Client)	Michael G. Bade
2. _____	2. _____	Director of Capital Programs