



School of Medicine
Office of the Dean

Finance Division
Campus Box 1379
3333 California Street
Room LH105
San Francisco, CA
94143-1379

Grace Crvarich
Budget/Operations Manager
Tel: 415-514-0262
Fax: 415-514-2759
crvarich@medsch.ucsf.edu

March 15, 2006 (revised)
Originally circulated 9/6/02

TO: Department Managers, School of Medicine

FR: Grace Crvarich

RE: POLICY / PROCEDURE on Preparation of Funding Documents for Campus-Managed Capital & Non-Capital Projects

The following describes the current funding process for capital projects for the School of Medicine, effective 3/15/06.

When School of Medicine departments are planning a capital project with the department of Capital Projects & Facilities Management, CP&FM will send a funding request packet to the department, as funding is needed at various stages of the construction project. This packet includes:

- Cover page, which states the project title, the CP&FM project number and plant account number, and the total estimated budget;
- Project Authorization & Funding Form
- Dispute Resolution Process Authorization Form
- Project Budget Worksheet

Project Authorization & Funding Form

- 1) Enter the department fund and DPA you intend to use to fund the capital project
- 2) Check the amount to be funded and make sure the fund/DPA you are using is sufficient to cover the funding request. *If it is not, either budget \$ into this DPA/fund, or use a different DPA/fund that has a sufficient credit balance.*
- 3) Department Manager (or authorized delegate) needs to sign the form.

Dispute Resolution Process Authorization Form

- 4) Enter name of funding source
- 5) Department Manager (or authorized delegate) needs to sign the form under "project client".

Once steps 1 through 5 are complete, forward these original forms to Grace Crvarich in the Dean's Office at Box 1379. Please also include the Funding Request cover page & project budget worksheet. The Dean's Office will complete the funding journals and send a copy of the entire packet back to the department for their records.

For Non-Capital Work Orders over \$50k

Dean's Office approval is now required for all non-capital construction projects / work orders exceeding \$50,000. Please fax the completed work order to Grace Crvarich at 514-2759 for approval.

Please call Grace at 514-0262 if you have any questions.