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TO: Department Managers, School of Medicine

FR: Jed Shivers

RE: POLICY / PROCEDURE on Preparation of Funding Documents for Capital Projects Managed by the Medical Center

The following describes the current funding process for capital projects funded either in part or in whole by a School of Medicine Department, but managed by the Medical Center.

Effective 4/3/03, please use the checklist below to begin the project funding process.

Checklist for Project Funding: Med Center-Managed Capital Project

Department Name _____ Dept. Contact Name _____

Phone (415) _____

Check when
Completed:

_____ 1) Attach a copy of the memorandum or e-mail that outlines the project description, budget, and timeline. *If applicable, attach other pertinent funding information to this packet.

_____ 2) Plant Account *(Medical Center should provide this number)* Account 9 _____

_____ 3) Department Fund _____ and DPA _____ to use to fund this project.

_____ 4) After completion of steps 1 to 3 above, forward packet to Grace Crvarich at Box 1379. Call 514-0262 if you have any questions.

Department SIGNATURE Approval

PRINT Name