

**UAB FACILITIES DIVISION  
STANDARD OFFICE INSTRUCTIONS**

**PROCEDURES FOR THE ROUTING AND APPROVAL OF  
PROJECT FINANCING AND SCHEDULING REPORTS (PFSRs) AND  
PACKAGE OR ADJUSTMENT DOCUMENTS**

**PURPOSE:**

To establish responsibilities and overall procedures for the preparation and approval of Project Financing and Scheduling Reports (PFSRs) and Package or Adjustment Documents.

**DEFINITIONS:**

- Project Financing and Scheduling Report (PFSR) – (1) serves as the vehicle to establish approval for the funding of projects, (2) reflects the breakdown of the total Project cost into its various components, (3) encumbers project funding, (4) lists scheduling dates.
- Package or Adjustment Document – Allocates the Overall Budget between packages of multi-phased projects or modifies budget line items.

**Types of PFSRs: (Require AVP Approval)**

- Planning or Planning/Design
  - Planning Only - defines project scope and allocates money for feasibility studies, building programs and/or conceptual designs and similar pre-design activities.
  - Planning/Design - Encumbers money for planning and design services up to completion of contract documents.
- Overall Budget
  - Reflects the total project cost based on the latest Information available, either estimates or the actual final contract documents and all other costs. This will be used to encumber adequate funds for the entire project(s) including all packages.
- Partial Budget
  - Reflects the cost of initial construction package(s). This should be used when construction needs to begin but the funding of the entire project is not yet fully known. This will reflect the cumulative amounts for planning and all packages (a,b,c) already processed. This should be rarely used and notifies central administration that the full amount of the project is not included.

- Other
  - Reserved for special projects usually not construction related such as Computer projects, etc.
- Revisions
  - Each type of PFSR may need to be revised. Revisions are mandatory when anticipated total costs exceed current PFSR or when funding source(s) change.

**Package or Adjustment Documents: (Do Not Require AVP Approval)**

- Pre-bid for individual package
  - Provides latest estimates on construction and project costs utilizing final contract documents, bidding conditions and other factors. No funds are encumbered by this document. This will be used for the purpose of funds available for an individual package within a multi-package project. An approved PFSR must be attached.
- Contract Award for individual package
  - Reflects the actual awarded construction contract and an estimate of associated project costs. It will be used for the purpose of internal budgeting for an individual package within a multi-package project. An approved PFSR must be attached.
- Budget Modification
  - Reallocates budget line items without changing the total budget amount. A copy of a budget modification for a Partial or Overall PFSR will be sent to General Accounting for line item changes on the Oracle System.

**GENERAL REQUIREMENTS:**

- PFSRs are numbered consecutively disregarding type:
- Package and Adjustment Document(s) are numbered consecutively within the package.
- Projects may not be subdivided to:
  - Avoid the \$750,000 limit of Board Rule 415
  - Avoid Competitive Bid Law Limitations:
- One Project May Not Fund Another Project

- Funds from one Project (Oracle GA) may not be used to fund a different project. The first Project should be closed/reduced and funds transferred back to the customer. The second Project, using the PFSR system for encumbering funds, must have a funding source provided by the customer.
- Mandatory PFSR:
  - Overall Budget.
- PFSR Tracking
  - Each department within Facilities will input into PFSR Database the date that the PFSR is signed and passed on to the next signature location. (See related Tracking SOI – AD-3)

## **PROCEDURES:**

### 1.0 Originating Department

- 1.1 Project Manager or person originating project (hence after called Project Manager) establishes preliminary budget and coordinates with all levels of applicable UAB management and Facilities Planning regarding the project request.
- 1.2 Project Manager recommends the PFSR to the Director
- 1.3 Project Manager secures funding for the Project, prepares the PFSR and document transmittal, and obtains the customer's signature obligating the funds for the Project. The **PFSR document transmittal (+pfsdoctr.pdf)** is used in place of a cover letter and serves as a routing tool in the PFSR approval process.
- 1.4 Support Staff in the originating department inputs into the Facilities database general information for the PFSR including the estimated PM and CM hours and the dollar amount for PM/CM time for Cost Center Projects.
- 1.5 Customer Signs the PFSR agreeing to the budget and provides any additional funding information. If circumstances prevent the customer from signing the PFSR, a written authorization from the customer that specifies funding information may be attached to the PFSR. This authorization must always be attached to the PFSR; thus, this option should be used only as a last resort. Only signatures of individuals on the list provided by the Associate Vice President for Financial Affairs will be accepted as funding unit approval.
- 1.6 Support Staff inputs into the Facilities database all routing of the PFSR as it moves through the signature process.

### 2.0 Approval Process

- 2.1 Department Director recommends the PFSR to the AVP Facilities for approval.
  - 2.2 AVP Facilities approves all PFSRs. Director of Financial Management - Facilities approves in the absence of the AVP.
  - 2.3 Financial Management forwards PFSRs from the division to the AVP for Financial Affairs for approval and receives from AVP Financial Affairs approved PFSRs showing the assigned fund account number. This number is used for processing all costs for the project.
  - 2.4 Financial Management inputs into the Facilities database the approved PFSR information.
  - 2.5 Copies of the signed PFSR are distributed by Financial Management - Facilities to:
    - AVP - Facilities
    - Financial Management - Facilities
    - Originating Department
    - Facilities Planning Office – (Board Projects Only)
    - Campus Planning Office – (Board Projects Only)
    - Director of Hospital Planning and Hospital Finance – (Hospital Projects Only)
  - 2.6 Signed original PFSR is sent to Central File by Financial Management – Facilities for filing in Project file.
- 3.0 Approval Process for Package or Adjustment Documents
- 3.1 Project Manager recommends for approval to Department Director and to Financial Manager when appropriate (DPMS only).
  - 3.2 Distribution is the same as for PFSRs except that a Budget Modification for a Partial or Overall PFSR is sent to the Ledger 8 General Accountant for reallocation within line items.

(See Related SOIs for Phased Projects and Project Tracking)

(END OF PROCEDURE)