

SUBJECT: Management of Construction Funding – PECO, Courtelis, Bonds and Donations	Effective Date: 1/27/12	Policy Number: FSP 2012 RM0001
	Supersedes:	Page Of
	Responsible Authority: FSBO Business Manager	

APPLICABILITY/ACCOUNTABILITY:

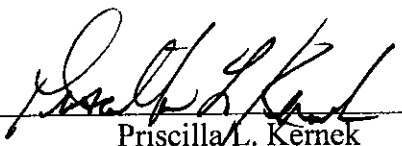
This policy applies to Facilities Planning and Construction (FPC) and Facilities & Safety Business Office (FSBO)

POLICY STATEMENT:

For projects which are funded by more than one funding source (e.g., PECO, donor funds, Courtellis state match, grants), the FSBO will obtain from Finance and Accounting a unique project number for each funding source and will track the expenditures by project number. This will apply to Planning, Construction and F&E.

PROCEDURES:

1. FSBO will request and receive from Finance and Accounting unique project numbers for all types of funds being used for a project.
2. FSBO will use the assigned project numbers to account for all funds received, encumbered, and expended, as well as the fund balances.
3. On a monthly basis, FSBO will reconcile and update the status of funding.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	1/27/12