

**SUBJECT: PROCEDURE FOR REQUESTING PROJECTS
NOT FUNDED IN THE ADOPTED DISTRICT EDUCATIONAL
FACILITIES PLAN**

PURPOSE

The purpose of this bulletin is to explain the procedures to be used for requesting capital outlay funding submitted subsequent to the adoption of the District Educational Facilities Plan.

- A. Funding of New Projects or expanding the scope of current projects must meet one of the following criteria:
1. If not approved, it will pose health and safety problems to students.
 2. If not approved, it will impede the teaching and learning process.
 3. The Superintendent determines that the project is an emergency.
- B. The following are examples of qualifying projects:
1. Project has been placed in the "Safety-to-Life" category.
 2. Project was inadvertently omitted from the adopted plan and has a substantial impact on the operation of the school.
 3. Project is necessary because of new statutory requirements.
 4. If project is not initiated in the near future, it could develop into a safety problem.
 5. As a cost-effective measure, certain projects must be initiated before others. If a planning error resulted in incorrect project sequencing, additional or accelerated funding may be necessary to correct the project sequence.
- C. To expedite projects that meet the criteria listed in A:
1. A "Capital Funding Request" form must be initiated by Facilities, Physical Plant Operations, Safety, or other appropriate Departments. The requesting department's Executive Leader must approve the request by signing the "Capital Funding Request" form.
 2. The approved "Capital Funding Request" form must be forwarded to the Capital Budget Department with appropriate documentation attached.

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D. Approvals – the project cost shall determine the approval levels required as follows:

PROJECT COST	AUTHORIZED ADMINISTRATOR
\$0 - \$100,000	<ul style="list-style-type: none">• Executive Leader from requesting department• Director, Capital Budget
\$100,001 - \$250,000	<ul style="list-style-type: none">• Executive Leader from requesting department• Director, Capital Budget• Chief Financial Officer
\$250,001 - \$500,000	<ul style="list-style-type: none">• Executive Leader from requesting department• Director, Capital Budget• Chief Financial Officer• Superintendent
Over \$500,000	<ul style="list-style-type: none">• Executive Leader from requesting department• Director, Capital Budget• Chief Financial Officer• Superintendent• School Board

Note: Multiple requests for the same project will be accumulated with the resulting total determining the approval level required. For example, two requests for the same project of \$100,000 and \$200,000 will be treated as a \$300,000 request and will require approval by the Superintendent.

The School Board of Broward County, Florida
Capital Budget Department
Capital Funding Request - Fiscal Year _____

Initiator:

- Physical Plant Operations
- Facilities
- Safety
- Other

Status:

- New Funding Request
- Current Project

Control Number:

(For Capital Budget Dept. Use)

Criteria for Funding Per Standard Practice Bulletin A-468:

(one or more boxes must be checked)

- 1. If not approved, it will pose health and safety problems to students.
- 2. If not approved, it will impede the teaching and learning process.
- 3. The Superintendent determines that the project is an emergency.

_____ Location Name and Number _____ Date

_____ Work Order / Project No. _____ Estimated By _____ Amount
(If Applicable)

_____ Requestor _____ Director _____ Executive Leader from
(signature required)

Requested Work:

Justification:

Support Document Attached:

yes no (circle one)

Cost Estimate Required

Area Below is For Capital Budget Department Use Only

<input type="checkbox"/> Approved							
<input type="checkbox"/> Rejected							
<u>Approved Coding:</u>							
Account (8)	Bus Area (4)	Cost Center (10)	Internal Order (12)	WBS Element (up to 14)	Grant (14)	Fund (4)	Functional Area (16)
Comments:							
Approved by:				Date:			
Director, Capital Budget Department _____				_____			
Chief Financial Officer _____				_____			
Superintendent of Schools _____				_____			