

STATE OF MICHIGAN CAPITAL OUTLAY REQUEST PROCESS

I. Policy Section

12.0 Building & Sites

II. Policy Subsection

12.7 State of Michigan Capital Outlay Request Process

III. Date of most recent changes

November 17, 2005 - NEW

IV. Policy Statement

Grand Rapids Community College establishes this policy in order to comply with all policies and procedures mandated by the Joint Capital Outlay Subcommittee (JCOS) for the State of Michigan. This includes, but is not limited to, the filing of the Use and Finance Statement for College projects that exceed \$1.0 million.

V. Reason for Policy

Required by the State of Michigan

VI. Entities Affected by This Policy

JCOS (State of Michigan)
Grand Rapids Community College

VII. Who Should Read This Policy

GRCC Facilities Department Management
GRCC Executive VP for Business and Financial Services
GRCC Financial Services Management Staff

VIII. Related Documents

Joint Capital Outlay Subcommittee Policies and Procedures

IX. Contacts

GRCC Executive VP for Business and Financial Services
GRCC Executive Director of Facilities

X. Definitions

XI. Procedures

1. Annually, the Financial Services Department and the Facilities Department will meet to determine what construction, renovation or maintenance projects are needed for the subsequent fiscal year.
2. Cost estimates will be done for high priority projects.
3. The projects will be classified as either Capital Outlay eligible projects or self-funded projects.
4. For projects classified Capital Outlay eligible, a determination will be made regarding the funding availability to match the State's contribution.
5. If it is determined matching funds are available, a Capital Outlay request along with the College's Master Plan will be submitted to Department of Management and Budget by the required due date (November of each year).
6. For projects not requiring or ineligible for State funds, a cost estimate will be prepared. For any project or combined projects that exceed \$1.0 million a "Use and Finance Statement" will be submitted to the appropriate State committees, agencies or departments for approval. It will be the responsibility of the Executive Vice President for Business and Financial Services to submit the request.
7. Upon receiving approval by the Joint Capital Outlay Subcommittee (JCOS) the College will proceed with the project.
8. The College will submit all paperwork to the appropriate State department, agency or committees as required by the Capital Outlay Policies.
9. The College shall retain all documents and records for the project in anticipation of a State Audit of the project.

XII. Forms

JCOS Use and Finance Statement