



Policies and Procedures Manual

Title: Facilities - Preliminary Capital Request (PCR) Policy
Policy Administrator: Associate Director, Planning and Operations
Effective Date: Mar-01-2010
Approved by: Vice President for Administration and Finance

Purpose:

The purpose of the Preliminary Capital Request (PCR) program is to define the process to submit capital building modifications for funding and approval.

Policy:

The Preliminary Capital Request (PCR) process is a method to request funding for a capital project. A capital project is defined as any campus facility addition or modification over \$2,500. This process is also required when donor funds are targeted for modification or additions to the capital assets of the College. Some examples of PCR projects include new office configurations, new lab configurations, etc. PCR's are not intended for maintenance items such as carpet replacement, painting, HVAC repairs, etc, or equipment purchases. Maintenance items should be submitted as work orders and equipment is purchased by the user departments.

Procedures:

Use the [PCR Process](#) flowchart and following procedures to submit a capital project for consideration.

1.0 Determination of Project Type

The most efficient method to initiate the PCR process is to first discuss the request with the Associate Director for Planning and Operations for Physical Plant. A determination will be made during that discussion if the request should be submitted into the PCR process or if it is facility maintenance by the in-house maintenance staff, department expense, etc.

2.0 PCR Submission

A multi-part [Preliminary Capital Request form](#) should be requested from Physical Plant. The form is completed and signed by a Vice President or a Department Director if they report directly to the President, and submitted to Physical Plant for processing. The form must include a letter with a detailed description of the need for the project and the benefit to the College. All necessary details must be included with the request so they can be included in the cost estimate. Additional items submitted after a PCR is approved will not be included in the final project, or will require the request to be resubmitted.

3.0 Physical Plant Processing

Physical Plant will catalog the request into a database, and establish an in-house broad cost estimate range along with a cost for Architect/Engineer consultants services (if necessary) to prepare a more detailed estimate. Physical Plant will also prepare a "Cabinet Submission" package that will be submitted to the President's Cabinet via the Vice President for Administration and Finance. This package will include 1) Preliminary [Capital Request Form](#), 2) Physical Plant Cost Estimate Work Sheet, 3) Department Request Letter, and 4) [Cabinet Submission Form](#).

4.0 Executive Review

The Vice President for Administration and Finance will review the package with Physical Plant and make any necessary additions, changes or adjustments before submission to the President's Cabinet. A copy of the full package will be sent to the Cabinet as well as the Vice President or Director that approved the initial PCR submission. The Cabinet shall then recommend action and forward to the President for his review and decision. Approval by the President will result in Physical Plant completing a detailed estimate. The requestor will be notified of the President's decision by Physical Plant. Projects under \$10,000 will be reviewed/approved by the Vice President for Administration and Finance or may be submitted to the Cabinet at his discretion.

5.0 Physical Plant Estimate

Physical Plant will complete a detailed estimate with the assistance of an outside consultant if necessary.

6.0 Project Approval

If the detailed estimate is within the original price range, the project will be submitted to the Vice President of Administration for funding using the existing Capital Expenditure Form (CEA) completed by Physical Plant. If it is over the maximum of the range, it will be sent back to the Cabinet and President for reconsideration. The requestor will be notified by Physical Plant of the status upon a final decision.

7.0 Project Scheduling

Most PCR Projects are completed during the summer construction season along with many other projects; therefore, early submission is essential. Depending on the complexity of the project, substantial design time may be required. Submissions received before October 31 will likely be completed during the following summer if approved, however submissions after that deadline may be deferred for an additional summer unless it is determined to be a critical need for the College.

Forms:

Title:
Title

Related Information:

Title: PCR Process Flowchart
Title: PCR Cabinet Submission Form
Title: Preliminary Capital Request Form

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