

**FORM 102 - REQUEST TO ESTABLISH A CONSTRUCTION/INFORMATION SYSTEM  
PROJECT OUTSIDE OF PLANNING, DESIGN, AND CONSTRUCTION (PDC)**  
All fields that are marked with a \* are required fields



**PROJECT TITLE\*** \_\_\_\_\_  
**PROJECT NO\*** \_\_\_\_\_  
**BUDGET CODE** \_\_\_\_\_  
**DATE\*** \_\_\_\_\_

**OWNERS REPRESENTATIVE:** \_\_\_\_\_  
**PROJECT MANAGER/RESPONSIBLE PERSON\*:** \_\_\_\_\_  
**CAPITAL PROJECT APPROVAL\*:** \_\_\_\_\_  
**CLIENT (S):** \_\_\_\_\_

(Provide name and email address)

**PROJECT DESCRIPTION (provide project location, physical scope of work, special requirements, any germane schedule issues or known impacts):**

**Location\*:** Building\* : \_\_\_\_\_ Room\* : \_\_\_\_\_

If construction or renovation in more than one building - (require % of work completed in each building)

**Scope of Project\*:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Requirements:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated design completion\* : \_\_\_\_\_ Estimated project completion\* : \_\_\_\_\_

**COMPANY AND COST CENTER (must be provided by Company Financial Officer)**

**Company\*:** \_\_\_\_\_ **Cost Center\*:** \_\_\_\_\_

**FUNDING SOURCE (S):**

	Yes	No	Number
Capital Budget Plan			_____
Funding Account Number			_____
Requires External or Internal Borrowing			Requires approval from Treasury Management
Federal Funding			

**FUNDING REQUESTED:**

<u>LEDGER</u>	<u>SP EN</u>	<u>SUBCODE ITEM</u>	<u>BUDGET REQUESTED</u>
61350	2494	Telecommunications	_____
63100	2515	Facility Maintenance	_____
16250	2642	Equipment Furniture	_____
61500	2464	Consultants Construction	_____
65450	2627	Construction General Contractor	_____
65450	2624	Asbestos Abatement	_____
65450	2630	Construction Project Management Fee	_____
65450	2625	Construction Contingency	_____
<b>TOTAL FUNDING THIS REQUEST</b>			_____
<b>ESTIMATED TOTAL PROJECT COST</b>			_____

**SIGNATURES(S) :**

Project Manager/Responsible Person\* \_\_\_\_\_ Date \_\_\_\_\_  
 Cost Center Administrator \_\_\_\_\_ Date \_\_\_\_\_  
 Dean/Vice President for Company \_\_\_\_\_ Date \_\_\_\_\_  
 Company Financial Officer \_\_\_\_\_ Date \_\_\_\_\_  
 Treasury Management (reviews funding source) \_\_\_\_\_ Date \_\_\_\_\_  
 Financial Planning and Analysis \_\_\_\_\_ Date \_\_\_\_\_

**COMMENTS:**

## PROCEDURES:

### FORM 102: REQUEST TO ESTABLISH A CONSTRUCTION/INFORMATION SYSTEM PROJECT OUTSIDE OF PLANNING AND PROJECT MANAGEMENT

1) Submit a **Form 102** (form to initiate a construction or information system project)

**A project FAO must be requested if the project cost will be over \$50,000 per University guidelines and/or will be completed over more than one fiscal year.**

*All forms must be sent to Financial Planning and Analysis once completed. Financial Planning and Analysis will review form for completeness prior to routing to Treasury Management and Financial Reporting.*

**This form should be used if the project is not being managed by Planning, Design, and Construction Management (PDC)**

2) Information required by Financial Reporting:

- a) Title of Project
- b) Scope and purpose of project with Supporting Documentation.
- c) Location of Project: Building(s) and Room Number(s). If project is an information system project, please indicate NA

If there is more than one building for the project then the % of work completed in each building must be provided.

- d) Estimated Completion Date
- e) Company and Cost Center
- f) Responsible Person

following order:

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- Project Owner
- Department Head/Chair
- Divisional Finance Office
- Treasury Management
- Financial Planning and Analysis

- h) Funding FAO (Financial Activity Object). If project will be funded externally, please indicate source. Treasury Management must approve all external debt funding sources.
- i) Budgeted amounts for each ledger account and spend category

3) Financial Reporting will assign a project FAO (Financial Activity Object)

Notification from Financial Reporting to the requestor will be provided when the project FAO is active within UR Financials

Please contact the Financial Reporting mailbox ([financialreporting@rochester.edu](mailto:financialreporting@rochester.edu)) if you need assistance with completing the form.

### Additional Procedures for URM Form Only (Companies 040, 050, 060, 090, 091, and 092):

1) Project Number Assignment

- a) Project numbers will be assigned by the project management finance person (MCFO - Medical Center Facilities Office)

2) Form will be circulated once a budget has been developed by the project manager and has been approved the owner's representative and client

3) Divisional finance director will assign a funding account

4) Attached division signatory list must be used; signatories remain in the order provided

## **Form 100 Signature Authority for URMC (Non-PDC Projects)**

### **First Three Signatories:**

#### **MCFO Construction and Renovation**

William Bloss- Finance and Business Manager

Mark Schwartz- Director University Facilities

Amber Foster- Senior Director - Space Planning

### **Divisional Signatories:**

#### **SMD (Company 040)**

Stacie Chan- Assistant Director Finance and Administration

Gerard Mikols, Finance and Administration, SMD

Adam Anolik- Senior Vice President & CFO

#### **SMH (Company 050)**

Kathy Parrinello- Executive Vice President & COO SMH/URMC

Jordan Alves SMH Financial Services- Senior Accountant

Adam Anolik- Senior Vice President & CFO

#### **SMH/SMD Split Funding (Companies 040/050):**

Kathy Parrinello- Executive Vice President & COO SMH/URMC

Jordan Alves SMH Financial Services- Senior Accountant

Adam Anolik- Senior Vice President & CFO

Stacie Chan- Assistant Director Finance and Administration

Gerard Mikols, Finance and Administration, SMD

#### **HWH/SON (Company 060)**

John Eaves- Associate Dean for Finance and Administration

Lisa Kitko- Dean, School of Nursing

Adam Anolik- Senior Vice President & CFO

#### **HSD (Company 090)**

Kathy Strojny- Sr. Director, Medical Center Finance

#### **URMFG (Company 091)**

Jill Hetterich - Sr. Director of Finance and Chief Budget Officer

Marc Cohen - Chief Financial Officer

#### **EIOH(Company 092)**

Ed Reif- Chief Financial Officer

Eli Eliav- Director Eastman Institute for Oral Health

### **Last Three Signatories:**

Adam Anolik- Senior Vice President & CFO

Peter Robinson- Vice President and COO, URMC

Elizabeth Milavec - EVP, Admin & Finance; CFO, Treasurer