

Area: Fiscal Systems

Subject: FS07 - Construction, Contracting, & Accounting

Reference:

Policy: As appropriate, SCOE Operations will initiate construction services to meet organizational goals.

Procedure:

1. In order to achieve organizational goals and requirements, a construction project is deemed necessary.
2. A plan is developed and presented to the Facilities Director.
3. The Facilities Director provides an estimate of the cost of the project and forward to Division Administrator. The Division Administrator reviews, and if appropriate, approves and forwards to the Data Director.
4. The Data Director reviews the budget for funds availability, if funds are available; the Data Director designates the amount of the estimate and creates accounting records to track the details for the project (e.g. architectural fees, cost of buildings, cost of installation, cost of contingencies).
5. Once that process is complete, the Data Director will notify the Facilities Director. The Facilities Director will select an architect to provide the construction plan and bid documents.
6. The Facilities Director issues requisitions for the building, architect, and inspections and forwards the same to the Data Director.
7. The project is put to bid by the Business Office.
8. Bids are sent to the Facilities Director and the successful bidder is selected and advised of the acceptance of the bid by the Business Office.
9. The Business Office notifies the Division Director of the progress.
10. A "Verification of Budget" form is sent to the Data Director, who reviews and verifies related fund availability. The budget verification is routed to the Division Administrator for signature. Once signed, the budget verification form is routed to the Business Office.
11. Then the Business Office issues the contract and purchase requisition. The Business Office also obtains all necessary documents required of contractors (for required forms and documents see "Consultant Agreement Independent Contractor Agreement" procedure).
12. The Business Office forwards the requisition and other required documentation to Data Director for approval. The Data Director will route the same to the Director II of Support Services and Division Administrator for approval.
13. Then the Data Director routes the packet to the Facilities Director for processing; once the contract is fully executed, the Facilities Director will send copies of the same to the Data Director.
14. The Contractor begins work and invoices are sent to Facilities Director.
15. If the invoice is within an existing Purchase Order, the Facilities Director initials the invoice for payment and forwards to Data Director.

16. A purchase requisition is required for extra services outside the contract and purchase order. The Facilities Director's staff will prepare the requisition, forward it to the Facilities Director for approval, and then forward to the Data Director.
17. The Data Director will review the extra service for allowability, and review the budget for funds availability. If unallowable and funds are not available, the Data Director will notify the Division Administrator and Facilities Director. Otherwise the Data Director will approve and forward to the Division Administrator for approval.
18. The Data Director will produce a monthly financial report for each construction project and send copies to Facilities Director and Division Administrator.
19. When notice of occupancy is received, a copy is transmitted to Data Director who will do a final budget report and submit to the Division Administrator and Facilities Director.
20. If time and money are still available after final budget report, enhancements to the project may be discussed.

Supervised by: Division Administrator

Performed by: Data Director

Forms needed: Verification of Budget

Frequency: Ongoing