

**SUPPLEMENTAL PROCEDURES
CONSTRUCTION & PLANNING
PRAIRIE VIEW A&M UNIVERSITY**



ARTICLE VII - INITIATION

(Prairie View A&M University)

7.1A System Component may initiate a MinCP by preparing and processing the following documents through PVAMU Purchasing, other Departments and/or Construction & Planning for approval by the Chancellor's, re-delegated authority to a system component CEO. The project initiation documents are:

- 7.1.1 Project initiation will be coordinated through the Construction & Planning Office where a project number will be assigned and the Form C-1 will be prepared, if requested.
- 7.1.2 The C-1's approval process can be implemented by faxing the form to the agency's User Coordinator who will secure all In-House signatures for his agency, after signing will fax it to the Component's Construction & Planning Office for further processing. After all needed signatures are acquired it will then be faxed over to the Chief Executive Offices for further processing and signatures. Utilizing the fax process will reduce the time required to obtain the required Component's approval signatures on the C-1.
- 7.1.3 The original Form C-1 will be maintained by the Administration Division for future processing through the required PVAMU offices for approval.
 - 7.1.3.1 The original Form C-1 will be updated to document the signatures of the Component officials by typing "Agreed to by Fax" on each of the appropriate signature lines.
- 7.1.4 After execution by the Component CEO, the Form C-1 with supporting documents should be returned to the Construction & Planning Office for the continuation of the approval process.
- 7.1.5 The original Form C-1 with supporting documents will be routed to and/or by the following personnel in PVAMU Administrative System for approval:
 - A. Construction & Planning Manager (Initiator)
 - B. User Coordinator (Funding Provider)
 - C. Office of Sponsored Programs (when applicable)
 - D. Vice President Administration & Auxiliary Services
 - E. Vice President Business Affairs
 - F. PVAMU President, CEO

- 7.1.6 After approval of the Form C-1 by the President or designee, the PVAMU Construction & Planning Manager will prepare a letter to transmit copies of the Form C-1 to the appropriate Component fiscal office, CEO, Vps as required, User Coordinator, and others. Texas A&M University System will be forwarded as required to the appropriate personnel for additional signatures as needed.
- 7.1.7 The transmittal memorandum requests the Component fiscal office to establish a plant/Construction & Planning fund account to be administered by the Construction & Planning Manager or appropriate department and to transfer the funds, cited on the Form C-1 into it. The source of funding on the Form C-1 should be the “source account” and not the “paying account”. A separate paying account for each type of funding for a project is essential for maintaining proper project accounting records and providing a good audit trail.
- 7.1.8 After the project has been initiated, Construction & Planning Office will select an A/E and/or prepare Program of Requirements for the projects below \$1,000,000.00 and select/solicit A/E consulting services for projects with a construction account cost below \$2,000,000.00.