Prairie View A&M University

Space Management Procedure

Purpose

This procedure establishes the standardized process for requesting, evaluating, approving, and implementing space-related projects at Prairie View A&M University. It ensures consistency, fiscal responsibility, and proper coordination across all stakeholders.

Policy Steps

1. Space Request Submission (Requester)

- The requesting unit must complete a **Space Request Form**, signed by the **Senior Vice President (SVP) / Senior Leader** of the Division.
- The completed request is submitted to **Campus Planning and Space Management** via the designated email.

2. Site Visit Coordination (CPSM)

- Upon receipt, the CPSM **Business Administrator II** will coordinate a **site visit** with the requesting department and appropriate stakeholders.

3. Project Cost Identification (SSC)

- As part of the evaluation, the following cost elements must be documented:
  - Equipment (including purchase and installation, if required).
  - Architectural and Engineering Services budget.
  - Contractor budget.
  - SSC total budget.

4. Review and Verification (CPSM)

- Once budget; documentation is collected, the project package is forwarded via email to **CPSM**.
- The **Space Utilization Specialist** receives and logs the request.
- The **CPSM Business Manager** verifies funding availability.

5. Approval Process (DocuSign Routing)- (CPSM)

- The project request is routed for electronic signature in the following order:
    1. Executive Director, Campus Planning and Space Management (CPSM)
    2. Senior Vice President for Business Affairs / CFO
    3. CPSM Business Administrator II / Business Manager assigns a **PV number** and **official project title**.

6. Project Approval Notification (CPSM)

- Upon approval, the **Space Utilization Specialist** confirms project authorization.
- The **Space Utilization Specialist** notifies all users via email that their project has been approved.
- A **C-1 document** for funds appropriation will be processed where applicable, at the discretion of CPSM.

7. Document Archiving (SSC)

- **Southeast Service Corporation (SSC)** uploads all supporting project documents into **Smartsheet** for institutional recordkeeping and tracking.

8. Purchase Order Process (SSC/CPSM)

- The **SSC Project Manager / Facilities Manager** submits a **Purchase Order Request** with supporting documents in Smartsheet.
- The request follows the approval chain:
    - CPSM Project Manager / Facilities Manager reviews the documents.
    - CPSM Business Manager submits a requisition in **PantherBuy (AggieBuy)** using the designated funding account.
    - The requisition is routed in PantherBuy to the **Executive Director, CPSM**, for approval.
    - The requisition is routed in PantherBuy to **Procurement** for final approval.
    - For requests over **$100K**, the purchase order is also routed in PantherBuy to the **SVP for Business Affairs / CFO**, per the president Delegation of Authority. Presidents-Delegation-of-Authority-For-Contract-Administration-FY-2025.pdf
    - **SSC** receives the final Purchase Order, which serves as the official **Notice to Proceed (NTP).**

Enforcement

All University divisions and departments must adhere to this procedure when requesting space modifications or relocations. Projects initiated outside of this process will not be considered valid or funded.

Effective Date: Immediately upon issuance
Responsible Office: Campus Planning and Space Management

B. David Hunter
Executive Director Campus Planning and Space Management
Business Affairs