

Checklist of Required Materials for Project Budget Approval									
Campus: _____									
Project Name: _____									
Administrative Approval, Presidential Approval, Action-By-Concurrence, Regental Approval (circle one)									
Required Submittals	Administrative Approval	Presidential Approval		Action By Concurrence (ABC)		Regents' Meeting Agenda Item		"P Approval"	Augmenta
	w/o external financing	w/o external financing, or with stand-by financing for Gift funds	w/external financing	w/o external financing, or with stand-by financing for Gift funds	w/external financing	w/o external financing, or with stand-by financing for Gift funds	w/external financing	(Presidential Approval, Action By Concurrence or Regents Meeting Item as per dollar threshold)	(Administrative Approval, Presidential Approval, Action By Concurrence, Regents Meeting per dollar threshold)
Administrative Approval Request Letter	R								R
Item for Action		R	R	R	R	R	R	R	*
<i>INCLUDING:</i>									
Attachment 1, "Project Statistics"		R	R	R	R	R	R	R	*
<i>INCLUDING:</i>									
Comps		R	R	R	R	R	R		*
Attachment 2, "Summary Financial Feasibility Analysis"			R		R		R		*
Project Planning Guide (PPG)	N/A for Amendment	R	R	R	R	R	R		
<i>INCLUDING:</i>									
Capital Improvement Budget (CIB)	R	R	R	R	R	R	R		R
Project Schedule	R	R	R	R	R	R	R		
Environmental Impact Classification (EIC)	R	R	R	R	R	R	R		
Drawdown Schedule (external financing)			R		R		R		R
Financial Backup/Analysis (external financing)			R		R		R	R	R
Interest Calculation (external financing)			R		R		R		R

Shaded Boxes = Item is Not Applicable/Not Required

*Not applicable at administrative approval level.

Notes on Financial Analysis for Funding/Repayment:

Hospital Reserves: Hospital Reserve Analysis must be submitted. Will be reviewed and approved by Financial Management and External Finance C
Housing Projects: Demand Analysis must be submitted. Must cover time period up to and including the year of project completion. Will be reviewed approved by Financial Management and External Finance Office.
Intercollegiate Athletics Reserves: IA Reserve Analysis must be submitted. Will be reviewed and approved by External Finance Office.
Opportunity Funds: Opportunity Fund analysis must be submitted. Must include debt service for the subject project.
Parking Projects: Parking Operations & Reserves Analysis (3 years actual, 5 years projected) must be submitted. Will be reviewed and approved b Financial Management and External Finance Office