**Equipment CEA - Automated Workflow Process**  
**Thursday, June 30, 2016**

1. **Budget Center**  
   Enters into CEA system

2. **Approval**  
   Budget Center, Finance & Planning approves by Funding Source [a]  
   Multiple Funding Sources may be used  
   Approval by Routing Area

3. **School Approval by Funding Source**  
   Currently EAD/VP or designee

4. **Approval**  
   Grant Funding Source  
   SPA Approval by Accountant Code

5. **Approval**  
   VP Operations  
   Approves ALL CEAs funded by an Operations-owned Funding Source  
   Currently Linda Snyder

6. **Approval**  
   Finance & Planning  
   Currently Ann Hunt / Phil Tuohy

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[NOTES]  
[a] The CEA requester’s fiscal approver is added to the CEA approver chain in cases where the funding source is outside of the requester’s department.  
[b] If total funding source amounts from sources other than Deferred Maintenance > $1,000,000 Except Deferred Maintenance Funding Source [b]  
   the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee
Computer Equipment/Software CEA - Automated Workflow Process
Thursday, June 30, 2016

START
Program Manager identifies capital Computer Equipment/Software need. Contacts Budget Center

Computer Equipment/Software

Approval
Budget Center, Finance & Planning approves by Funding Source [a]
Multiple Funding Sources may be used. Approval by Routing Area

Review
Facilities Campus Director
Currently
B = Cory Pouliot
G = Windsor (Skip) Bigelow
M = Dave Nelson

Review
Energy Manager
Currently
Elizabeth Isenstein

Review
Director University Space Mgmt and Planning
Currently
Lois Stanley

Review
Other Designated Operations Divisions Roles.

1. CEA Type
Budget Center Enters into CEA system

2. Approval
Budget Center, Finance & Planning approves by Funding Source [a]
Multiple Funding Sources may be used. Approval by Routing Area

3. School Approval by Funding Source
Currently EAD/VP or designee

4. Approval
Grant Funding Source
SPA Approval by Accountant Code

Review
SPA Managers
Currently
Susan Morrison
Deena Strabone

5. Approval
VP Operations
Approves ALL CEAs funded by an Operations-owned Funding Source
Currently
Linda Snyder

6. Approval
UIT Approval
Currently
Angie Milonas

7. Approval
Executive VP
Approves ALL CEAs funded by a VP-owned Funding Source
Currently
David Kahle

8. Approval
Finance & Planning
Currently
Ann Hunt / Phil Tushy

9. Approval
Executive VP
=> $0.00
Currently
Patricia Campbell

10. Approval
Audit & Finance Committee Approval => $1,000,000
Except Deferred Maintenance Funding Source [b]
Currently
Angela Bombino

FINAL STEP
General Accounting Review New Project in PeopleSoft
Currently
Elise Lindaman

[NOTES]
[a] The CEA requester’s fiscal approver is added to the CEA approver chain in cases where the funding source is outside of the requester’s department.

[b] If total funding source amounts from sources other than Deferred Maintenance => the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee.
Vehicles CEA - Automated Workflow Process
Thursday, June 30, 2016

1. **START**
   Program Manager identifies capital Computer Equipment/Software need. Contacts Budget Center

2. **Approval**
   Budget Center, Finance & Planning approves by Funding Source [a]
   Multiple Funding Sources may be used Approval by Routing Area
   Review
   Facilities Campus Director
   Currently
   B = Cory Pouliot
   G = Windsor (Skip) Bigelow
   M = Dave Nelson
   Review
   Energy Manager
   Currently
   Elizabeth Isenstein
   Review
   Director University Space Mgmt and Planning
   Currently
   Lois Stanley
   Review
   Other Designated Operations Divisions Roles.

3. **Approval**
   School Approval by Funding Source
   Currently
   EAD/VP or designee
   Review
   SPA Managers
   Currently
   Susan Morrison
   Deena Strabone

4. **Approval**
   Grant Funding Source
   SPA Approval by Accountant Code
   Approval
   Executive VP => $0.00
   Currently
   Patricia Campbell

5. **Approval**
   VP Operations
   SPA Approval by an Operations-owned Funding Source
   Currently
   Linda Snyder

6. **Approval**
   Audit & Finance Committee Approval =>$1,000,000
   Except Deferred Maintenance Funding Source [b]
   Approves ALL CEAs funded by an Operations-owned Funding Source
   Currently
   Angela Bombino

7. **Approval**
   Audit & Finance Committee Review in PeopleSoft
   Currently
   Elise Lindaman

8. **FINAL STEP**
   General Accounting Review New Project in
   Currently
   Ann Hunt / Phil Tuohy

[NOTES]
[a] The CEA requester’s fiscal approver is added to the CEA approver chain in cases where the funding source is outside of the requester’s department.
[b] If total funding source amounts from sources other than Deferred Maintenance => the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee.
Design CEA - Automated Workflow Process
Thursday, June 30, 2016

1. START
Program Manager identifies capital need, contacts Facilities Services and the Budget Center

2. Approval
Facilities Campus Director
Currently
B = Cory Pouliot
G = Windsor (Skip) Bigelow
M = Dave Nelson

3. Approval
Budget Center, Finance & Planning approves by Funding Source [a]

4. School Approval by Funding Source
Currently
EAD/VP or designee

5. Approval
Grant Funding Source
SPA Approval by Accountant Code

6. Approval
Sr. Director Facilities
Currently
Steve Nasson

7. Approval
VP Operations
Currently
Linda Snyder

8. Approval
Finance & Planning
Currently
Ann Hunt / Phil Tuohy

9. Approval
Executive VP => $0.00
Currently
Patricia Campbell

10. Approval
Audit & Finance Committee Approval => $250,000
Except Deferred Maintenance
Funding Source [b]

[NOTES]
[a] The CEA requester’s fiscal approver is added to the CEA approver chain in cases where the funding source is outside of the requester’s department.
[b] If total funding source amounts from sources other than Deferred Maintenance => the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee

FINAL STEP
General Accounting
Review New Project in PeopleSoft
Currently
Elise Lindaman
New Construction CEA - Automated Workflow Process
Thursday, June 30, 2016

1. **START**
   - Program Manager identifies capital need, contacts Facilities Services and the Budget Center

2. **Review**
   - Facilities Campus Director
   - Currently
   - B = Cory Pouliot
   - G = Windsor (Skip) Bigelow
   - M = Dave Nelson

3. **Approval**
   - Budget Center, Finance & Planning approves by Funding Source [a]
   - Currently
   - EAD/VP or designee
   - Multiple Funding Sources may be used
   - Approval by Routing Area

4. **Approval**
   - School Approval by Funding Source
   - Currently
   - EAD/VP or designee

5. **Approval**
   - Grant Funding Source
   - SPA Approval by Accountant Code

6. **Approval**
   - Director Facilities & Construction
   - Currently
   - Steve Nasson

7. **Approval**
   - VP Operations
   - Currently
   - Linda Snyder

8. **Approval**
   - Finance & Planning
   - Currently
   - Ann Hunt / Phil Tuohy

9. **Approval**
   - Executive VP <= $0.00
   - Currently
   - Patricia Campbell

10. **Approval**
    - Audit & Finance Committee Approval
    - $>1,000,000
    - Except Deferred Maintenance Funding Source [b]
    - Currently
    - Angela Bombino

11. **Review**
    - SPA Managers
    - Currently
    - Susan Morrison
    - Deena Strabone

12. **Review**
    - Energy Manager
    - Currently
    - Elizabeth Isenstein

13. **Review**
    - Associate Director Capital Programs
    - Currently
    - Gretchen Von Grossman

14. **Review**
    - Director Real Estate
    - Currently
    - Robert Chihade

15. **Review**
    - Director Real Estate
    - Currently
    - Robert Chihade

16. **Review**
    - Director Energy Mgmt
    - Currently
    - Elizabeth Isenstein

17. **Review**
    - Directory University Space Mgmt and Planning
    - Currently
    - Lois Stanley

18. **Review**
    - Director Real Estate
    - Currently
    - Robert Chihade

19. **Review**
    - Other Designated Operations Divisions Roles.

### [NOTES]

[a] The CEA requester’s fiscal approver is added to the CEA approver chain in cases where the funding source is outside of the requester’s department.

[b] If total funding source amounts from sources other than Deferred Maintenance <= the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee.

**FINAL STEP**
- General Accounting Review
- New Project in PeopleSoft
- Currently
- Elise Lindaman
School Approval by Funding Source

Currently EAD/VP or designee

Executive VP = > $0.00

Currently Patricia Campbell

Audit & Finance Committee Approval

=> $1,000,000

Except Deferred Maintenance Funding Source

[NOTES]

[a] The CEA requester’s fiscal approver is added to the CEA approver chain in cases where the funding source is outside of the requester’s department.

[b] If total funding source amounts from sources other than Deferred Maintenance => the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee