MEMORANDUM

From: Katrina Spencer, Associate Vice President of Finance and Budget Director
To: University of Chicago Unit Finance Leaders
Date: October 25, 2018

Subject: **FY20 Capital Requests for Unit-Funded Projects**

Attachment: (1) FY20 Request Form and Cost Estimate for Unit-Funded Capital Projects

I. Purpose

The purpose of this memorandum is to solicit FY20 unit-funded capital projects and provide unit budget and financial management leadership teams with guidance on submitting FY20 capital requests. This memorandum and the attached request form pertain **only to unit-funded** capital projects of the types outlined in Section (II.) below. For University (center) funded or other types of capital or funding requests for FY20, please contact the Budget Office or Blair Archambeau (barchamb@uchicago.edu). For additional information related to the types of funding sources available for unit-funded capital projects or for more general information related to University capital, unit banked funds, or the University Space Allocation Budget model, please see the Budget Office memorandums available on the Budget Office website at https://budgetoffice.uchicago.edu/resources-reports/.

As always, if you have additional questions please contact your budget analyst or email the Budget Office at budgetoffice@uchicago.edu.

II. Types of Projects

Units may submit requests for the following types of projects to the Budget Office using the attached form:

Capital Projects for Improving and Upgrading Existing Space – These include unit-funded projects to improve, enhance, upgrade, redesign, or otherwise alter space occupied by the unit. Note that if a unit has already worked with Facilities Services to make requests for FY20 Capital Alterations and Repairs (A&R) or other major projects to their space, do not resubmit those project request to the Budget Office. For questions related to those project requests or to submit additional A&R requests or other non-unit funded capital projects, please contact Blair Archambeau at barchamb@uchicago.edu.

***Non-Space Related Capital Project*s** – These are capital projects for non-space related items such as IT projects including software and hardware implementation projects, website and application design, or other projects to improve, upgrade, enhance, redesign, or otherwise alter University capital assets that are not space.

If units have questions about the type of request they wish to submit or do not yet know whether a project falls into one of these categories, please contact the Budget Office.

III. Sources of Funding

For FY20 unit-funded capital requests, units should only submit requests for capital projects for which they have already identified sources of unit funds. In general, the sources of funds available to fund these projects include: (1) gifts made to a unit and restricted for the purpose of funding a specific capital project; (2) units' current year revenues; (3) banked funds or accumulated fund balances; and (4) any combination of funding types (1) through (3). To review details of capital funding, units can refer to the "**UC Capital Memo**" published on the Budget Office's website at https://budgetoffice.uchicago.edu/resources-reports/.

If a unit plans to use banked funds for any capital requests, they must receive approval to do so. The form for requesting the use of banked funds for capital projects is also available on the Budget Office website at the link provided above. If a unit wishes to request University (center) funding as a source for a capital project, or to request a project that is to be entirely funded by the University, the unit should directly contact the Budget Office and Blair Archambeau (barchamb@uchicago.edu) in the Provost's Office.

IV. Submission

Units may submit requests for FY20 unit-funded capital projects using the "FY20 Request Form and Cost Estimate for Unit-Funded Capital Projects" in the Excel file attached to this memorandum. Please return completed Excel file(s) electronically to the Budget Office by **November 14, 2018**. If additional supporting documentation is needed, please submit electronically along with the completed Excel file in a universally readable format such as a .pdf or Microsoft Office file type (word, excel, etc.).