

## OFFICE MEMORANDUM

### Facilities Management

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**TO:** All Departments

**DATE:** March 31, 2008

**FROM:** Fran Angeroth, Director of Contracts and Project Management

**SUBJECT:** 2008 Year End Procedures

Defined below are the guidelines for fiscal year end as it pertains to work order and project management. The point of this process is to provide time frames that will not only help Facilities Management's work processes but also for your budget management.

There are basically two types of customer requests, either type, as long as non-emergency, should be submitted via the web site <http://www2.creighton.edu/adminfinance/facilities/index.php> and clicking on the left hand bottom icon Service Request Form.

- **Maintenance Repair and Operations Customer Request –**
  - Problem that is a safety hazard or could result in property damage or risk to property (i.e. emergency) has no cut off date continue to call those in to x2780.
  - Planned or non-emergency repairs that are funded out of University monies should be at Facilities Management by April 18, 2008. Depending on the scope of work and the lead time for materials your request may still be required to be paid out of fiscal year 2009 budget. The department will be notified and an agreement reached on how to proceed.
- **Planning and Design Customer Requests for Improvement Requests**
  - Improvement requests that are funded out of the 2008 University monies should be at Facilities Management by April 11, 2008. Depending on the scope of work and the lead time for materials your request may still be required to be paid out of fiscal year 2009 budget. The department will be notified and an agreement reached on how to proceed.
  - All work that is to be paid out of the 2008 budget must be completed by June 30, 2008. Invoices must be received and at the Controllers Office for payment no later than July 14, 2008.
  - Improvement requests that are to be funded out of the 2009 University monies and needing to start before July 1, 2008 must be a capital project with a total budget of greater than \$25,000.

In either type of customer request be sure to allocate sufficient time for routing the documents for signature. No work is to begin prior to receipt of a fully signed and fund specified document in Facilities Management. Please be aware that the above customer requests guidelines apply to grant and contract expenditures, as well as GCF and UDF.

If you have any questions about the above dates or types of requests please contact Deb McAtee x2792 for Maintenance Repair and Operations and Fran Angeroth x3070 for Improvement Requests.