

Policy Number: 7-112	Policy Name: Capital Project Status Reports
Policy Revision Dates: 6/2009, 6/05, 9/01, 1/99 (Previous 7-108 Project Reporting Requirements 7/93, 6/92)	Page 1

## 7-112 Capital Project Status Reports

- A. The Central Office shall monitor the capital development process and keep the Capital Committee advised on the status of major capital projects (\$5,000,000 and greater).
- B. A quarterly capital project status report shall be submitted by the universities to the Central Office.
  1. Reports include all projects in process with total project costs of \$100,000 and greater, with additional detail for those projects \$2,000,000 and greater.
  2. Reports shall have a separate section for projects between:
    - a. \$100,000 and \$1,999,999;
    - b. \$2,000,000 and \$4,999,999; and
    - c. \$5,000,000 and greater.
  3. Routine/preventive maintenance work should not be included in this report.
  4. Reports shall be submitted within 45 calendar days following the end of the quarter.
  5. For major capital projects that were substantially completed during the quarter, a copy of the consultant's Certificate of Substantial Completion shall be included. After submission of the certificate, projects shall be removed from the quarterly report.