OBJECTIVE

To provide a procedure for set up of approved projects in Construction Finance Projects Module.

METHOD

Prior to a project set up in Construction Finance, the following steps must occur:

- The project approved in budget process or approved by Senior Staff via Project Initiation Request (PIR),
- Start Up Package prepared that includes:
    - The date the Start Up Package is created,
    - The project account number,
    - The description of the project,
    - The completion schedule of the project,
    - The life expectancy of the project,
    - The control budget by task.
- Start Up Packages will be approved by the Department Vice President, Senior Vice President, and Deputy Executive Director sponsoring the project, as well as the Chief Operating Officer, when appropriate for the scope of the work to be completed,
- Additionally, approval by the Chief Financial Officer is required as to availability of funds.

Once all signatures have been obtained Start Up Package will be sent to Construction Finance for set up in the Grants Module.

APPROVAL AND UPDATE HISTORY

Format and Re-numbering Authority

Aviation Authority Board: August 28, 1991 (4R)

Last Approval

Chief Executive Officer: May 12, 2014

Supersedes

All Previous