

Capital Outlay Encumbrance Authorization Request and Set Up of Newly Authorized Projects/Funds in Banner

1. After the new projects are appropriated by the State of Florida, the OEF Form 352 (Request for Encumbrance Authorization) is filled out by Facilities Planning indicating the fiscal year appropriation, type of fund (PECO, General Revenue, Lottery, and others), project code number and name, phase code (purpose of the project), amount of encumbrance authorization requested, and the date when the encumbrance will be needed. This form needs to be signed by the University President and submitted to the Florida Department of Education (DOE) Office of Educational Facilities Budgeting. **(See Encumbrance Authorizations Process by Facilities Planning for more details.)**
2. Once the encumbrance has been authorized, it is shown on Form 442 (Project Disbursement Report).
3. As soon as the encumbrance authorization appears on Form 442, General Accounting sends the information of the new projects/funds and the amount of the encumbrance authorization to the Department of Financial Systems and the Budget Office. General Accounting follows up on Financial Systems and the Budget Office to ensure that the new projects, indexes, funds, and orgs are set and that the revenue and expenditure budgets are entered.
4. Financial Systems contacts **Facilities Planning and Physical Facilities** to find out how many indexes are needed for each fund **and verifies the approval authority for each index**. Based on the **determined need**, Financial Systems sets up in Banner the new projects and organizations (if applicable), the new funds and indexes, **and updates the appropriate approval queues**.
5. After Financial Systems **updates the approval queues and sets up the new fund, indexes, projects and orgs (if applicable)**, it sends the information to the Budget Office and General Accounting.
6. The Budget Office **upon final set-up of the project** will post the revenue budget and the expenditure budget for each new project or fund based on the authorized encumbrance **and will provide notification of the information to all parties concerned**.
7. **This process will take between two and five working days to complete.**
8. Once the budgets have been set up, General Accounting can request cash disbursements from DOE (on Form 442) according to the projects needs. The needs are determined by the individuals in charge of the projects.

ENCUMBRANCE AUTHORIZATIONS

Brief Description:

When the University receives notification of Legislative Appropriations, they are required to submit encumbrance authorization forms to the Board of Governors. In the case of Courtelis Enhancement Challenge Grant Funds, the state portion is released on a quarterly basis, based on the estimated project draw schedule. Normally UNF will request the full amount to be released as funds are usually for equipment such as pianos, lab equipment, etc. The private Courtelis Funds that the university raised over the past fiscal year are transferred by Training & Service Institute (TSI) to the Controller's Office and then matched by the state, therefore doubling the amount raised.

Procedure:

July or August – Request Courtelis Funds be transferred from Director of Training & Service Institute (Bev Evans – page 1) to the Controller's office to enable funds to be matched by BOG. (You will know the amount raised by the University based on the January report provided to Board of Governors) Note: When requesting encumbrance authorization, Courtelis amount will be doubled as the State will match amount the University raised. (page 8a.)

August - Florida Board of Governors notifies Vice-President of Administration & Finance (cc's Budget, Controller & Facility Planning Directors) of fiscal years Fixed Capital Outlay Appropriations/Allocations after approval by Legislature. (pages 2 - 6)

Complete 352's (currently done by Facilities Planning & Construction Office – sample attached page 8) and forward to Vice President of Administration & Finance for approval. (page 7) Be sure to double Courtelis amount that the university has on deposit, that way you are reflecting BOG matching funds. (page 8a) After approved by Vice President of Administration & Finance, PECO encumbrance forms will be faxed to Kathy Dickey,

Office of Educational Facilities Budgeting

FAX 850-245-9243 SUNCOM 205-9243

Phone 850-245-9248 SUNCOM 205-0495

The Courtelis encumbrance forms will be faxed to Stephanie Stapleton,
Department of Education

Fax 850-245-9685

Phone 850-245-9607

Will receive encumbrance authorizations for PECO funds (page 10), file copy in Appropriations/Encumbrances/Courtelis Book and provide a copy to Controller and Facilities Planning Accountant. As for Courtelis, they are no longer sending encumbrance authorizations. Private funds are to be retained locally and the state portion will be released on a quarterly basis, based on the estimated project draw schedule. (In our case, we normally request full release as funds are for equipment).