

Guidelines for Funding Relocation of Administrative Departments

I. Guidelines

The following guidelines are provided to describe funding mechanisms applicable to the relocation of administrative departments.

Campus wide funds *may* be provided to cover the relocation costs if the relocation is the result of a campus decision which causes departmental displacement. In this situation, the funds cover the following:

- A. Partitions and modular furniture in open landscaped areas at the standard size workstation (7' x 8').
- B. Installation of cabling, transfer and reinstallation of *existing* telecommunications: phones, computers, copiers, TDD equipment and security systems.
- C. Relocation of *existing* fixed equipment such as projection screens and video projectors.
- D. Moving company expenses including labor and materials.
- E. Furniture and/or equipment for shared conference and training rooms when there are insufficient conference/training rooms in the building.
- F. Replacement of existing cabinetry.

Please note that the funds will cover facility improvement for *existing* requirements including necessary renovation and reconfiguration of space. Therefore, growth space is not covered by these funds. If a department is moving from 1,200 asf into a space of 2,000 asf, campuswide funds will only cover replacement space of 1,200 asf not the additional 800 asf.

Although individual departments may decide to enhance facilities and furnishings at their own expense, campuswide funds will not be provided. For example, funds will *not* be allocated to cover the following:

- A. Facility improvement for departmental expansion beyond existing requirements at the time of relocation.
- B. Enhancements or modifications to partitions and or modular furniture in open landscaped areas beyond the standard rate per workstation.
- C. Partitions and or modular furniture for semi private office space.
- D. Furniture (except in modular/landscaped areas).
- E. Miscellaneous costs such as furniture repainting, window treatments, reupholstering, enhanced/diffused lighting.

When work cannot be completed by an on-campus entity, such as ACT, it is the sole responsibility to obtain at least three estimates from off-campus vendors to ensure cost effective use of these campus wide funds. A separate IFIS index number will be established by the Budget Office and coordinated through ASSP for each department involved in relocation. All operating expenses are to be recorded in the assigned index and departments will be responsible for all activity in the index, including initiating purchase orders, invoices and initiating service requests. Operating ledgers will be reconciled by ASSP and funds will be transferred to balance the index.

Please note: Campus wide funds *will not* be available for costs associated with relocation when the relocation is not a result of a campus decision which causes departmental displacement.

II. Process for expending campus wide funds for department relocation.

A.. Meet with ASSP

1. Review funding policy.
2. ASSP will provide a separate index to cover expenses covered by campus wide guidelines and approved budget for your specific move.
3. Provide ASSP with all estimates before securing agreement/contract with the vendor.

B. Finalize details

1. After the move is complete, submit all copies of invoices to ASSP that campuswide expense related.
2. Advisor will work with Campus Budget Office to reconcile campuswide expenses only.