

Title: FPDC Funded Project Transfers and Tracking
Department: Financial Services
Effective Date: August 3, 2023

Purpose:

This Standard Operating Procedure (SOP) provides guidelines for funds from the Facilities Planning Design & Construction (FPDC) to Physical Plant Maintenance (PPM) department using fund 48580, PPM Projects.

This SOP ensures a transparent and efficient process for transferring funds, maintaining accurate project financial records, and ensuring funds are secure across fiscal years if needed.

Scope:

This SOP applies to all personnel involved in transferring funds from FPDC to PPM and covers all transactions using Fund 48580 PPM Projects.

Fund 48580 PPM Projects shall be used for all internally funded multiyear projects.

CSU-Funded projects must stay in their originating fund, 486XXX, 23005, etc.

Responsibilities:**Facilities Planning Design & Construction (FPDC) Department:**

- Notify PPM Financial Services Director of a new/pending project and requests fund transfer instructions via email.
- Provide accurate financial information, i.e., amount and project scope.
- Provide originating fund information, internally funded or funded CSU-funded fund information
- FPDC initiates the Journal Entry using the PPM-provided information

Physical Plant Management (PPM) Department:

- Create a unique project ID for the specific project, for projects using Fund 48580, PPM Projects.
 - CSU-Funded projects must stay in their originating fund, 486XXX, 23005, etc.
- Provide account, department, and project ID to Facilities Planning and instructions to transfer funds.

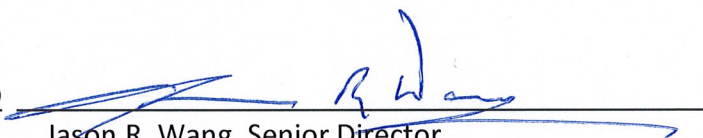
Procedure:

- 1) FPDC Senior Financial Analyst notifies PPM Financial Services Director via email of a new/pending project and requests fund transfer instructions.
 - a. FPDC provides originating fund information, internally funded or funded CSU-funded fund information
 - b. Project or activity for which the funds will be utilized.
 - c. Amount to be transferred.

- 2) PPM Fund Set-up:
 - a. PPM receives the email request and acknowledges the receipt.
 - b. PPM verifies the details provided in the fund transfer, including account, department ID, and project ID.
 - c. PPM creates the required Fund 48580 project ID.
- 3) PPM then provides transfer instructions to FPDC Senior Financial Analyst via email
- 4) FPDC Senior Financial Analyst prepares and submits a journal entry with the information provided by PPM
- 5) The transferred funds are allocated for the approved project specified in the fund transfer request, and a work order is initiated to record costs against the project in the CMMS system.
- 6) PPM maintains detailed records of the fund transfer, including the date, amount, project/activity details, and supporting documentation.
- 7) PPM initiates the cost recovery of expenses from 48501 operating PPM funds to 48580 PPM project funds.

REFERENCES

None

APPROVED
Jason R. Wang, Senior Director08-04-23
Date