

WAYNE STATE UNIVERSITY

FACILITIES PLANNING AND MANAGEMENT

DESIGN AND CONSTRUCTION SERVICES

Important Dates for End of Fiscal Year 2011 Construction Requests

Each year end FP&M's Design and Construction Services Division receives numerous requests for work that are affected by the year end accounting practices of the University. In an effort to assure that we can process all work in a timely fashion and help to ensure that general fund invoicing falls into the current year (2011), we are requesting your attention to the cut-off dates for requesting work as follows:*

<u>SUBJECT</u>	<u>CUT-OFF DATE</u>
1. GIRF's requiring an estimate and/or architectural planning. Allows us time to prepare the estimate by September 1, 2011. IRB's or funding for Plant Fund Accounts will be required by September 7, 2011. (Note that work may not be completed prior to the close of the fiscal year.)	July 31, 2011
2. GIRF's that are "Just Do it" and will be directly billed to the requestor's account (without an IRB). This date allows time for the work to be scheduled and completed by September 1, 2011 allowing the Contractor ample time to prepare their invoice and be paid before October 1, 2011. These GIRF's must be simple in scope.	July 15, 2011
3. GIRF's that require a 'lump sum' or confirmed cost. Due to the bidding or quoting time interval, these projects will likely need an IRB to transfer funds prior to FY 2011 end.	July 15, 2011

*GIRFS that are not sensitive to Fiscal Year funding may be submitted at any time.

SUBJECT

CUT-OFF DATE

Deadline for Authorizing or transferring funding for projects to be charged to FY 2011, (especially those that will require Plant Fund Accounts i.e. cost in excess of \$25,000.) If the scope has not been defined or if an estimate has not been prepared; the July 31, cutoff date will apply.	September 7, 2011
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A WORD ABOUT IRB's:

When an IRB is used to transfer funds near the end of a fiscal year, it is possible that costs of construction may still be in excess of the estimates. This can be caused by estimating errors, changes in the project's scope or hidden conditions exposed during construction. When this happens, the additional cost remains the responsibility of the requestor. Alternatively, when the funds provided exceed the costs, the excess is refunded after the project is concluded and all invoices are paid. Note that these transactions will occur in the 2012 fiscal year.

QUESTIONS? Call Design and Construction Services @ 313-577-0762