

**Appendix B
FACILITIES AND INFORMATION TECHNOLOGY PROJECT REQUESTS
TIMELINE FOR 2018-19**

1. Budget Office electronically distributes current year guidelines and forms to Cabinet Officers. The approved FY17-18 Facilities Repair/Renovation Project List is available for your reference at:
<http://www.millersville.edu/budget/files/project-listing-17-18.pdf> **Nov 2017**
2. Cabinet Officers communicate and distribute project list, guidelines, and forms to University budget units. **Nov 2017**
3. Individual departments and University area heads prepare project requests following the guidelines included in Appendix A. Division will compile a complete list of repairs/renovations, technology, space, and carpet requests and forwards to Tammy.Aument-Martin@millersville.edu to coordinate cost estimates. **Nov 2017**

**ALL PROJECT REQUESTS MUST BE SUBMITTED TO FACILITIES NO
LATER THAN DECEMBER 15 IN ORDER TO BE CONSIDERED**

4. Facilities Department will evaluate, clarify scope and provide cost estimates for departments for Facilities related requests. Information Technology will work with departments in establishing estimated costs for technology related projects. Meetings will be scheduled as needed to discuss requests. **Dec – Feb 16, 2018**
5. Cabinet officers to review and prioritize the project requests of the departments within their area. **Feb 19 – Mar 2, 2018**
6. All University Facility and Information Technology project requests submitted to the Budget Office by Cabinet Officers. **Mar 2, 2018**
7. Finance & Administration establishes recommended priorities for all projects. **Mar 12 – Mar 23, 2018**
8. Finance & Administration meets with Cabinet Officers to share recommended priorities. **Mar 27, 2018**
9. Cabinet reviews, prioritizes, and finalizes new year Facilities and Information Technology Project Budget. **Apr 17, 2018**

Please note: Due to scheduling and workload issues, any purchases proposed outside of this process will require review by Facilities and Information Technology. Such projects will be supported on an as needed basis subject to resource availability.