



AUBURN UNIVERSITY

Office of the Associate Vice President
Financial Services/Controller

PROJECT NAME:

DATE:

This agreement serves to document the initial funding commitments and outline the general assumptions for the project referenced above.

Overview:

It will include space for _____ and space will be allocated to the _____ (Unit Name).

The Planned Total Project Cost (TPC) is expected to be: \$ _____

Pursuant to the Board of Trustees (BOT) Policy "D-3, Capital Projects Approval," projects equal to or greater than \$1 million must obtain BOT Approval. Any budget increases exceeding BOT3 -Final Project Approval must obtain additional Board approval. This Project:

- does not require BOT approval
- does require BOT approval

The Sources of Funds are identified in the table below. *(Unit should work with AU Business & Financial Services Division to complete)*

Funding	Source (enter FOAP)	Funds approved to Date	PFA	TOTAL
Departmental Budget				
Bonds				
Facilities R&R				
Private Support				
General Fund (reserves)				
Internal Loan				
Other				
Total Project Cost				

Please identify departmental cost center(s) for use in funding:

Project Funding Agreement (PFA)

PROJECT NAME:

DATE:

Unit Name (Unit) :

Funding Requirement

For the project to proceed into procurement of services, the initial amount of (2.5% of Planned Total Project Cost) must be transferred to Facilities Management. A Project Cost center will be created exclusively for this project and reconciliation performed monthly and made available for your review.

Before advertising for bid, full project funding is required and must be transferred to the above Project Cost center. A detailed Project Budget will be sent for approval.

The final Total Project Cost may increase as project program and design documents are developed, due to bid market conditions, or other unforeseen conditions. The Unit shall be responsible for these additional costs. An addendum to the TPC and PFA will be required should this occur and will be numbered sequentially and attached as addendums to this original agreement.

If the project does not proceed to construction, the Unit will be responsible for all costs incurred, including Facilities Management project Management fees.

Signatures

Name	Dean / Director	email	Date
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Name	Provost / VP	email	Date
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	Senior VP Bus. & Admin. and CFO	kelli.shomaker@auburn.edu	
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Kelli Shomaker	CFO	email	Date
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	AVP Financial Services & Controller	douglak@auburn.edu	
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Amy Douglas	Finance Officer/Controller	email	Date
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