

## 2024-25 Small Capital Improvement Program Guidelines for Prefunding and Reimbursement

### PREFUNDING

In the interest of expediting urgent projects, units may choose to provide departmental funds to begin work on their highest-priority projects prior to receiving funding approval. If Core Campus Support funds are going to be used, the unit should have adequate reserves that fall above the minimum per campus [fund balance guidelines](#). Prefunding a project is not a guarantee of Small Cap funding. Project selection is still subject to prioritization recommendations by the Small Cap Advisory Committee and approval by the Provost.

- Units must work with Facilities Management to initiate the project and establish a capital account.
- Documentation initiating the project should indicate that it is intended for submission to the Small Capital Improvement Program and a candidate for reimbursement.
- Expenses charged to operating accounts will become ineligible for transfer after fiscal year close.
- If the project is selected for funding, budget provided by the unit will be returned to the account from which it came.

### REIMBURSEMENT

- Projects approved for reimbursement will receive a budget transfer in the same fiscal year as the Small Capital Improvement Program award.
- Reimbursement budget will be transferred to an unrestricted operating account.
- If the project is not selected for funding, the unit will be responsible for any project-related expenses.
- **Project expenses incurred in fiscal years prior to 2023-24 are not eligible for reimbursement.**

### EXCESS PROJECT BALANCES

- Due to budgetary constraints, the Small Capital Improvement program does not allow the transfer of excess project funds to another capital project.
- Any left-over funds will be swept to a central account upon project completion and used to fund other Small Cap priorities.