

**Project Authorization Protocol  
Student Affairs  
Western Michigan University  
December 5, 2019**

**Introduction**

To ensure that projects are appropriately approved, communicated and classified, this project authorization protocol for Student Affairs has been developed. WMU requires that all projects go through a request and authorization process. Once a project is requested, the scope is defined and an estimate developed, the project approval form is generated by facilities management. Depending upon a number of factors, the project will be classified and tracked for accounting purposes.

The project approval form is used for all projects. Capital projects are generally long-term investments that build upon, add to or improve upon a capital asset and require a large commitment of resources, in terms of planning, labor and finances. Capital improvements can be smaller in scale and result in an improvement to or the restoration of some aspect of a property that will either enhance the property's overall value or increases its useful life.

At WMU, these projects either encourage a strong learning environment, correct previous inadequacies or improve student life. Each capital project should be representative of the University and its goals.

**Authorization**

All capital projects within Student Affairs must follow the authorization process detailed below. Once you have worked with Facilities Management to define or change the scope of the project, they should provide a project estimate, including a detailed budget, and a project authorization form.

Once the project authorization form has been received, the following protocol should be followed:

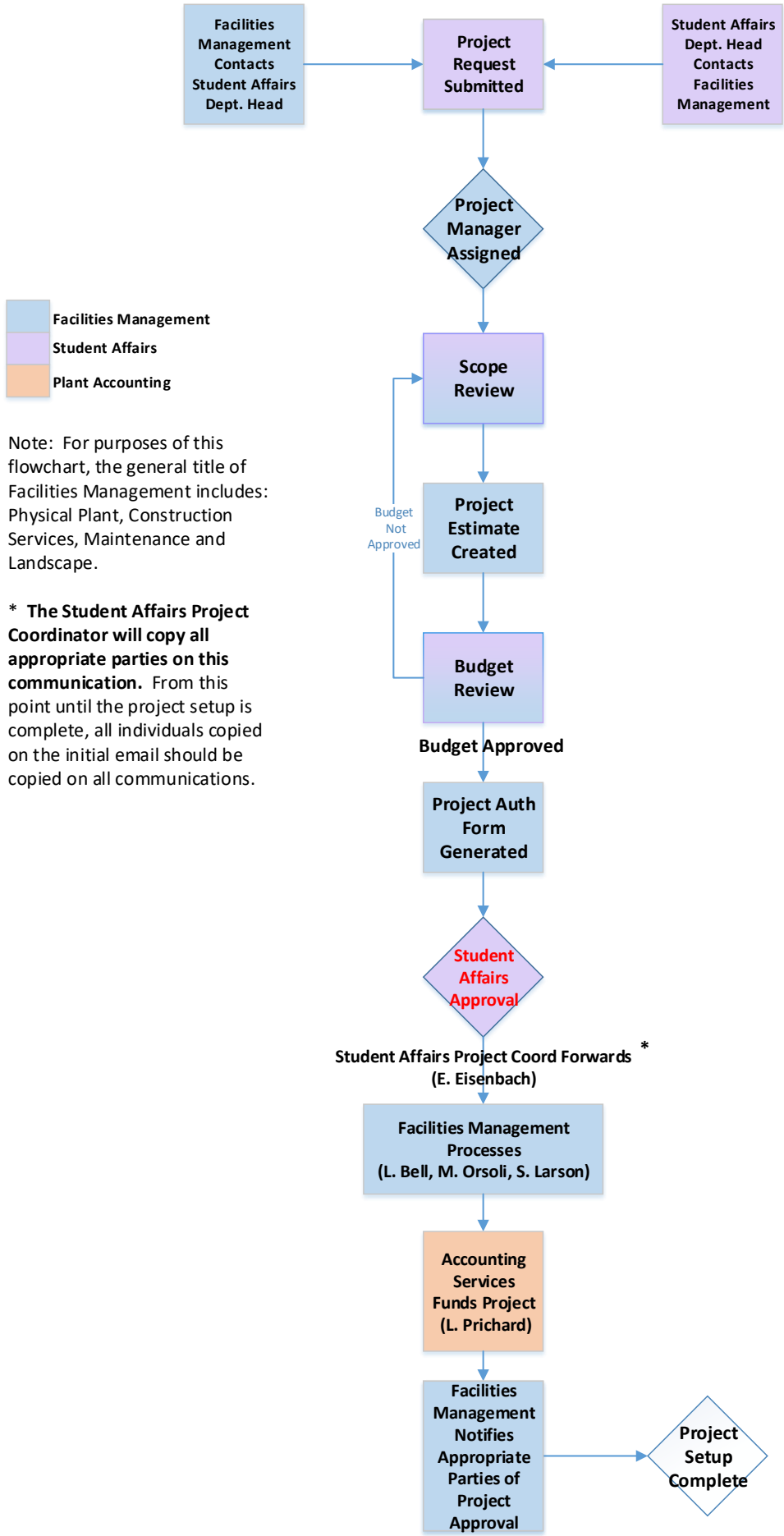
1. The appropriate individuals from the department (as outlined below), should sign the authorization and forward it to Elizabeth Eisenbach (Liz). For Fund 41 departments the [Fund 41 Project Form](#) must be included when the information is forwarded to Liz.
  - a. Liz will verify the funding source and determine if capital project requirements are met
  - b. If additional signatures are needed (as outlined below), Liz will obtain those signatures.
  
2. Upon securing all pertinent signatures, Liz will forward the project authorization to Facilities Management, per typical procedures. Anyone who has signed the project authorization will be CC'd on this communication. This process is contained within the purple Student Affairs Approval diamond (with red lettering) in the flowchart below.

**The project authorization form needs to be approved as follows:**

Project Budget Amount	Project Authorization Form Routing				
Under \$5,000	Department Head		E. Eisenbach	J. Quakenbush	
\$5,000 - \$75,000	Department Head	Immediate Supervisor	E. Eisenbach	J. Quakenbush	
\$75,001+	Department Head	All Supervisor(s)	E. Eisenbach	J. Quakenbush	VPSA

# Project Authorization Workflow

## Student Affairs Authorized Projects



Facilities Management  
 Student Affairs  
 Plant Accounting

Note: For purposes of this flowchart, the general title of Facilities Management includes: Physical Plant, Construction Services, Maintenance and Landscape.

\* The Student Affairs Project Coordinator will copy all appropriate parties on this communication. From this point until the project setup is complete, all individuals copied on the initial email should be copied on all communications.