

FACILITIES MANAGEMENT BUSINESS OPERATIONS

Carryforward projects:

As of June 30, Facilities Management Business Operations Office will provide a list to the Budget Office of those projects/work orders that meet ALL of these criteria to be encumbered for next fiscal year:

- 1) funded with fund 11 or fund 42 dollars only,
- 2) does not have a fund 63 attached to the project/work order,
- 3) not complete as of May 31

AND

- 4) have unused funding allocated to the project.

Departments need to ensure the year-end ending balance for that cost center has adequate funds to cover the unused portion. The encumbrance will not be seen on GLOW in the current fiscal year. The funding will be returned next fiscal year to the same cost center in account number 4353 in the budget column. This can be found in GLOW when the perm budgets are booked.

*Cutoff of project requests for current year encumbrance: **JUNE 2, 2016***

Those departments desiring to encumber project costs with current fiscal year dollars into the next fiscal year must submit the Bronco Project Request form via this website http://www.fm.wmich.edu/projects/project_request **no **later than June 2, 2016.****

Closing projects:

Projects will not be closed during the month of June. However, there will be projects closed throughout the month of May that may have funding returned during June. Please keep in close contact with your Project Manager to be aware of your project activities. The Facilities and Debt Planning Office will transfer funds in mid-June and FM Business Operations will be communicating with those departments affected to keep departments apprised of impending transfers.

Please use the billing detail website to help with tracking your project costs. <http://wmich.edu/facilities/administration/business> click on "Billing Detail" link.

Questions: Contact Monica Orsolini 7-8532 or Michele Cole 7-8593

ADDITIONAL NOTE FROM THE FM CONSTRUCTION DIVISION:

As we approach the end of the fiscal year and enter the busiest part of the construction and renovation season, please be aware that the sooner projects are initiated, designed and funding is approved, the better the chance we have of completing your project by a desired deadline. Please work within your departments to initiate project requests as soon as possible and once assigned, your project manager will be able to guide you through the project process.