

(15) Each institution will collect, maintain, and report upon request, reliable capital construction project information.

(16) Capital Project Management Procedures

- a. The respective institutional department responsible for construction at the institution (i.e., Facilities or Planning and Construction) shall document attendance of all project scoping planning meetings in the project files. Meeting participants shall include representation from the entities that will be the users of the project.*
- b. The institution managing the construction project shall report the completion of all work performed under the contract to the Labor Commissioner before the final payment of money due to the contractor by the institution. The institution shall document the reporting to the Labor Commissioner in the project files.*
- c. The institution which awarded the contract shall verify project close-out documentation is obtained before the final payment of money due the contractor is paid by the institution. Documentation includes but may not be limited to certificates of substantial completion and as-built drawings. Institutions shall ensure all required close-out documents are identified in construction agreements and project management staff are trained in close-out procedures. In the event project close-out documentation is timely requested, but not timely received by the institution due to circumstances beyond the control of the institution and the contractor, the institution may release final payment with approval by the institution's business officer.*
- d. All institutions are required to develop policies and procedures to monitor project balances and to ensure unused project funds are reverted timely. Project accounts should be closed and unused funds should be returned to source within six months of project completion. When projects are funded from multiple sources, in the absence of a documented funding source priority, funds are allocated to expenditures from restricted sources followed by unrestricted sources, without regard for the timing of project funding deposits.*

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NSHE Procedures and Guidelines Manual

CHAPTER 5, SECTION 8

Operating Cost-Savings Measure

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 8. Operating Cost-Savings Measure

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