

Auburn University Facilities Management Policy on

DOCUMENT REVIEW AND APPROVAL

I. PURPOSE

Provides guidance on the review signatures required for approval of various documents within Facilities Management.

II. POLICY MANAGEMENT

Responsible Office: Auburn University Facilities Management

Responsible Executive: Assistant Vice President, Facilities Management

Responsible Officer: Program Management & Project Execution Directorate

III. APPLICABILITY

This policy applies to all documents that require approval from the Assistant Vice President, Facilities Management (AVP).

IV. DEFINITIONS

None.

V. BACKGROUND

Facilities Management processes a large number of Contracts, Change Orders, Budgets, and other documents. Over the past several years, the review chain has grown significantly, to the point where over ten signatures are required to process a document before it comes to the AVP for final approval and signature. These additional signatures have the negative impact in that they add considerable length to the review process. Additionally, it is not clear what value is added by each of these reviews.

VI. POLICY

[STEP 1] Required Review Signature by the Responsible Director

The only required signature prior to approval by the AVP is the Responsible Director overseeing the contract document or budget in question. It is understood that the Responsible Director may utilize reviews with staff and/or colleagues prior to approving the document according to the following criteria. By approving the document and sending it to the AVP for signature, the Responsible Director is certifying that:

- a. the documents are correct, accurate, and complete.
- b. the amounts requested are within the approved project budget.
- c. the budget documents request amounts consistent with those originally estimated or discussed with the client and/or Program Management.

- d. if budget documents are not consistent with those originally estimated or discussed with user, that all changes have been indicated clearly with an explanation of the changes. *See Policy on Project Budgets for more on timely budget updates.*
- e. due diligence has been done on change orders to ensure that the requested amounts are fair and reasonable.
- f. the amounts requested do not violate any established limits or standards
- g. proper communication and staff work has been done with the client regarding the request.
- h. the action being taken is in the best interests of the University.
- i. the documents are ready for AVP signature.

[STEP 2] Funding Review Approval by Program Management and Project Execution (as applicable)

For documents that involve initial project funding or an increase to budgets, the Director of Program Management and Project Execution shall review and approve the funding request after review by the responsible Director, as stated in STEP 1 above.

[STEP 3] Submission to AVP

Once STEP 1 and STEP 2 (if applicable) are complete, AVP reviews document(s) and signs or returns for correction.

VII. EFFECTIVE DATE

1 March 2014.

VIII. APPROVAL



 Responsible Officer

4/28/14

 Date



 Assistant VP, Auburn University Facilities Management

5/27/14

 Date