

When to Request and Index for a Plant Fund Project

Plant Fund Projects can only be used for the construction rehabilitation, and acquisition of physical plant assets. The chart below summarizes the most frequently occurring requests for a plant fund project and indicates if establishing a plant fund project is appropriate.

Complete a *Request for New Banner Plant Fund Index* form for each request and submit to the Financial Analyst, Property Management in the Controller's Office for processing. Requests for index modifications (such as changes in financial manager, title, or authorized signer) or funding and budget transfers must be forwarded by the Financial Manager to the Financial Analyst, Property Management in writing; e-mail will be accepted.

The funding source must be identified prior to the creation of the plant fund project. If the project is to be funded by Development fund raising, documentation substantiating the expense budget and agreed upon fund raising effort should be attached. Note: Any project with \$100,000 or more in Development fund raising will be assessed a 3% fund raising surcharge.

This listing is meant to be a guide; questions regarding the type of index should be directed to the Financial Analyst, Property Management in the Controller's Office. The Controller's Office in consultation with the Budget Office is responsible for making the final determination.

Type of Project	Plant Fund
Building Construction	Yes
Purchase of long-lived assets such as land, buildings, other improvements, etc.	Yes
Purchase of items such as personal computers, mattresses, and china.	No
Building renovations such as: a) adding square footage to an existing building, b) changing the layout of an existing lab by knocking down walls or adding walls and installing new lab benches and floor covering, etc., c) installing a completely new heating, cooling, or plumbing system, d) extending wiring or plumbing to an area previously without such, e) adaptive reuse projects or f) ADA upgrades.	Yes
Replacement or improvement of long-lived assets which maintain or extend the service level of an asset	Yes
Life-cycle replacement of assets	No
Training Programs	No
Software (cost >\$50,000) and its implementation	Yes
General reserve for future expenditures	No
Funding for building or grounds maintenance	No