

Gatton College of Business and Economics

PPD WORK ORDERS and RENOVATION PROCEDURES

Projects <\$10,000

For projects estimated to cost less than \$10,000 (and the department does not require an estimate before work begins), complete and submit the online Work Request via the myUK portal (Enterprise Services, Facilities Management).

Projects \$10,000 - \$99,999

For projects estimated to cost \$10,000 - \$99,999 complete and submit an [Estimate Request](#), and PPD will provide you with an estimate and a Project Establishment Form. You will complete Sections 1 and 2 on both the estimate form and the Project Establishment Form, obtain a signature from the department head, and forward both the estimate and the establishment form to **CAFE Business Center, S103-A Ag North, 0091**, for review by the Assistant Dean for Facilities Management. After approvals are obtained, the Business Center will submit the forms to PPD with copy to department.

Projects \$100,000 or more

For projects estimated to cost \$100,000 or more (or a piece of equipment costing \$200,000 or more*), a plant fund must be established. You will need to complete the [CAFE Renovation Request Form](#) (which must include the department head's signature) and forward that form along with a copy of the estimate to the **CAFE Business Center, S103-A Ag North, 0091**, for review and necessary approvals. The Project Establishment Form, Journal Voucher and other documentation will then be prepared and submitted to the Provost Budget Office. Once the PBO approves the renovation, it is forwarded to General Accounting, where they will review, approve and assign a plant fund number (WBS element) to the project. The department will then be notified of the project number.

*For projects that involve a major equipment item costing \$200,000 or more, the [Major Equipment Purchase Form](#) must also be completed.