

**Capital Process Upper Dollar Limits and Approval Authority**

Revised 5/2022

Revised dollar limits on Capital Contracts and other Actions requiring BOT authorization

Activity	Current Upper Dollar Limit	Current Approval Authority
<b>Project Approval</b> Approvals are to be completed in FCPWeb for each level.	≥ \$5,000,000	Board of Trustees (via UOCP&RES)
	< \$5,000,000	Assistant Vice President of Capital Programs & Utility Services
	≤ \$2,500,000	University Construction Unit Head ⑤
	≤ \$1,000,000	University Director for Capital Programs ④
<b>Project Budget Increases</b> If the project was approved by BOT, then all subsequent budget increases will be approved by the BOT. Should the proposed total revised project budget exceed the current threshold, the next higher level of authority must approve increase.	≥ \$5,000,000	Board of Trustees (via UOCP&RES)
	< \$5,000,000	Assistant Vice President of Capital Programs & Utility Services
	≤ \$2,500,000	University Construction Unit Head ⑤
	≤ \$1,000,000	University Director for Capital Programs ④
<b>Professional Services Agreements</b> QBS agreements > \$25,000 require SPO Approval and Post to IPC Bulletin. RFP PSA > \$100,000 require SPO Approval and PPB Waiver.	≥ \$1,000,000	Board of Trustees (via UOCP&RES)
	< \$1,000,000	Assistant Vice President of Capital Programs & Utility Services
	< \$250,000	University Construction Unit Head ⑤
	< \$100,000	University Director for Capital Programs ④
<b>Professional Services Agreement Amendments ①</b> If an amendment results in a revised PSC contract equal or greater than \$1,000,000, the amendment must be approved by the BOT. If an amendment results in a revised PSC contract equal or greater than \$250,000, the amendment must be approved by AVP of Capital Programs & Utility Services. PSC Employment Recommendations to CDB ≥ \$1,000,000 must be approved by BOT and <\$1,000,000 must be approved by AVP Capital Programs & Utility Services.	≥ \$100,000	SPO Approval and Post to IPC Bulletin
	≥ \$100,000	Assistant Vice President of Capital Programs & Utility Services
	< \$100,000	University Construction Unit Head ⑤
	≤ \$75,000	University Director for Capital Programs ④
<b>Construction Contracts</b>	≥ \$2,500,000	Board of Trustees (via UOCP&RES)
	< \$2,500,000	Assistant Vice President of Capital Programs & Utility Services
	≤ \$1,000,000	University Construction Unit Head ⑤
	≤ \$500,000	University Director for Capital Programs ④
<b>Change Orders ① (All COs must be germane to the contract)</b> If overall project budget/scope is affected, see limits under "Project Budget Increases". If overall project budget/scope is NOT affected, the following authorizations apply.	≥ \$100,000	SPO Approval and Post to IPC Bulletin
	≥ \$100,000	Assistant Vice President of Capital Programs & Utility Services
	< \$100,000	University Construction Unit Head ⑤
	≤ \$75,000	University Director for Capital Programs ② ④
	≤ \$50,000	University Associate Director for Project Management ② ③
	≤ \$25,000	University Project Managers ②
<b>EMERGENCY Professional/Contracting Services</b> Agreements/Contracts/Amendments/Change Orders	≥ \$2,000,000	President (with concurrence of Executive Committee)
	< \$2,000,000	President

① Amendments and change orders that are cumulative in excess of 5% of original contract must be reported to BOT (via UOCP&RES) (25% if related to medical center op)

② If Change Order exceeds 5% of original award, provide notification to University Construction Unit Head.

③ University Associate Director for Project Management= Assoc. Director Project Management (UIUC), Assoc. Director Capital Projects (UIC), Director of Construction (UIS)

④ University Director for Capital Programs= Director Capital Programs (UIUC), Director Project Management (UIC), Director of Construction (UIS), Director of Capital & Utilities (System)

⑤ University Construction Unit Head= Executive Director F&S (UIUC), VC Admin. Services (UIC), Assoc. Chancellor Administrative Affairs F&S (UIS), Director of Capital (System)

**Highlighted cells denote University approval levels below University Construction Unit Head Level**

Univ. Const. Unit Head delegated signature levels do not include the approval of delegation or affixing of the Comptroller's signature.

If any University Approval Authority is delegated, AVP must be advised in writing by Unit Head.