

**CAPITAL BOARD OF TRUSTEES ITEMS CHECKLIST**

University [ ] UIC [ ] UIS [ ] UIUC

Project #: Click or tap here to enter text.

Project Title: Click or tap here to enter text.

Item Type #1: Choose an item. Item Type #2 (if applicable): Choose an item.

Item Type #3 (if applicable): Choose an item.

Item Type (Other): Click or tap here to enter text.

Anticipated Board Meeting Date: Choose a date.

**ALL ITEM TYPES**

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|[ ]  Board item title sent to UOCP for agenda inclusion |
|[ ]  Funding sources documented in FCPWeb and Board item |
|[ ]  Budget information is in FCPWeb and agrees with Board item |
|[ ]  Internal CCU review of roll call item complete  |
|[ ]  Project Approval routed to UOCP in FCPWeb |
|[ ]  Draft roll call item sent to UOCP |
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**PROFESSIONAL SERVICES CONTRACTS + AMENDMENTS (PSC, CM, EPC EAA, ETC.)**

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|[ ]  Contract language sent to UOCP via Contracts+ |
|[ ]  Diverse vendor utilization information finalized and sent to UOCP |
|[ ]  If diversity goals not met, review and approval from OPD has been received (include in submission to UOCP) |
|[ ]  Vendor + Subvendor Forms A and B accepted, reviewed and uploaded to PRZM |
|[ ]  Vendor + Subvendor Conflicts of Interest accepted, reviewed and uploaded to PRZM |
|[ ]  FCPWeb budget updated by PSC service type (SD, DD, Construction Docs, etc.) |

**DESIGN APPROVAL**

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|[ ]  Design reviewed and approved by required university design review committee  |
|[ ]  Draft design presentation provided to UOCP two weeks before President’s Design Review Meeting |

**CONSTRUCTION CONTRACTS**

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|[ ]  Contract language sent to UOCP via Contracts+ |
|[ ]  Bid Tabs sent to UOCP (all divisions) |
|[ ]  Diverse vendor utilization information finalized and sent to UOCP  |
|[ ]  If diversity goals not met, review and approval from OPD has been received (include in submission to UOCP) |
|[ ]  Vendor + Subvendor Forms A and B accepted, reviewed and uploaded to PRZM |
|[ ]  Vendor + Subvendor Conflicts of Interest accepted, reviewed and uploaded to PRZM |

**BUDGET INCREASE**

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|[ ]  Funding source information updated in FCPWeb to reflect total funding |
|[ ]  Budget version updated in FCPWeb |
|[ ]  Budget version approved by CCU and routed to UOCP |

**NAME/RENAME**

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|[ ]  If Donor Funded, include brief bio of donor in roll call item |
|[ ]  Include rationale for name change |

**SPECIAL CIRCUMSTANCES**

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|[ ]  If Donor Funded, Donor Agreement is in hand |
|[ ]  If Internal Loan is needed, all documents have been approved and executed |