Facilities Operations
Standard Operating Procedure
SOP-18
Emergency Funds Request

(Step by Step Process for Facilities Management and Operations)

Step 1: Zone/Shop

- Reviews dollar amount (*minimum threshold of $2,500.00); determines if it will be deducted from operating budget of Zone/Shop
- Sends email to Area Manager; the subject line should always be titled, *“Emergency Funds Request”* and the body of the email should always include the following information:

  A. Project/Need description
  B. Identify Building/Area/Item
  C. Estimate of approximate cost or attaches the actual quote
  D. Explain 'Why it is an emergency'
  E. Explain the impact if it does not get funded

  *Dependent on several variables

Step 2: Area Manager

- Receives the email and completes the following action:
  A. Reviews and insures the correct information is stated in the email (*i.e. brief summary of need*)
  B. If approved, email is sent to the Director (The subject line should always be titled, *“Emergency Funds Request”*)
  C. If not approved, the email is returned to the Zone Supervisor

Step 3: Director-

- Receives the email and completes the following actions:
  A. Reviews and names the 'Request'
  B. If under $5000.00, approves or denies
  C. If over $5000.00, and it is approved by Director, an email is sent to the Associate Vice Chancellor (AVC) to request funding. The Facilities Business Officer (FBO) and Area Manager are copied on the email. (The subject line should always be titled, *“Emergency Funds Request”* and it will now have a specific name*.*)

Step 4: AVC

- Receives the email and completes the following action:
  A. Reviews; approves or denies
  B. Sends email back to Director; the FBO and Area Manager are copied

Step 5: Area Manager

- Relays information to Zone Supervisor and tracks project status.
- Approval email should be attached to the requisition.

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