

Summary of CER Requirements and Deadlines

Capital Expenditure Type*	Requirements	Submission Deadlines**
Professional Services	\$0 - \$300,000 CER NOT required Dean & Provost (if applicable), SVP & COO, VP & CFO approval	A signed Capital Project Authorization form, which will be provided by Facilities Management or Project Delivery Group , is due by the 20 th of every month Note: For requests up to \$50K, the Signature Authorization Policy will apply and a CPA form and its corresponding signatures is not needed
	\$300,000.01 - \$750,000 CER required Presidential approval	A CER form must be submitted by the 20 th of every month
	Over \$750,000 CER required Board of Trustees approval	Submission dates for CER's requiring Board approval are set by Capital Budgeting
Construction, Maintenance and Fixtures	\$0 - \$1,000,000 CER NOT required Dean & Provost (if applicable), SVP & COO, VP & CFO approval	A signed Capital Project Authorization form, which will be provided by Facilities Management or Project Delivery Group , is due to by the 20 th of every month Note: For requests up to \$50K, the Signature Authorization Policy will apply and a CPA form and its corresponding signatures is not needed
	\$1,000,000.01 - \$2,500,000 CER required Presidential approval	A CER form must be submitted by the 20 th of every month
	Over \$2,500,000 CER required Board of Trustees approval	Submission dates for CER's requiring Board approval are set by Capital Budgeting
Real Estate Transactions	Disposition or acquisition CER required Board of Trustees approval	Submissions will be coordinated by Real Estate
	Leasing transactions: Sum of all rental payments and anticipated other charges on an annual basis are less than or equal to \$1,000,000 and lease term is up to, but not greater than, five years CER NOT required Dean & Provost (if applicable), SVP & COO, VP & CFO approval	Submissions will be coordinated by Real Estate Note: all Real Estate transactions must be coordinated Real Estate
	Sum of all rental payments and anticipated other charges on an annual basis are greater than \$1,000,000 or lease term is five years or more CER required Board of Trustees approval	
Amendments to CERs	For capital expenditures less than or equal to \$2,500,000: If the amount of increase exceeds 10% of the approved amount Amendment required For Capital Expenditures greater than \$2,500,000: If the amount of the increase is greater than or equal to \$2,500,000 CER required If the increase brings the CER into a different approval threshold (e.g.	

	President or Board of Trustees), CER must be amended and approved as described above	
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*See [Approval of Capital Expenditures policy](#) (policy #04.32.01), which is located on [Policies & Bylaws site](#), for definitions of the different types of capital expenditures.

**Please allow up to 30 days to obtain approval for all items that do not require Board of Trustees approval.