

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-07**  
**Building Modifications**

In order to ensure building modifications are performed in accordance with the University Strategic Plan, Campus Master Plan, and the Capital Improvement Plan (CIP), the following procedures shall apply:

Any requested improvements of an estimated value of \$5,000 or to a facility requiring the services of a contractor or the physical plant (including, but not limited to, interior walls modification, cutting doorways and/or windows, plumbing or electrical alterations, etc.) requires a project estimate to secure project approvals. Estimates are prepared at no cost by the Facilities section of the Physical Plant department and should be requested on a work request form, supplying sufficient details on the scope of work. Building modifications are not considered maintenance and repair and are done on a cost reimbursable basis. Account numbers will be required for charge back to the requesting department.

For facility projects over \$5,000, the following levels of approval have been established:

\$5,000 to \$50,000 – Vice President  
\$50,000 to \$500,000 – President  
\$500,000 to \$1,000,000 – Chancellor  
Over \$1,000,000 – Board of Regents

Additionally all projects over \$5,000 will be included in the CIP approved annually by the Board of Regents. For purposes of including all necessary projects in the CIP approval process, smaller projects will be combined into larger miscellaneous renovation and repair projects and presented to the Board of Regents.

All projects will be accomplished in accordance with the Texas State University System, Policies and Procedures Manual for Planning and Construction.

Approved by: Jack Parker-Vice President for Finance & Operations – 11-01-07

Reviewed by: Jack Parker-Vice President for Finance & Operations  
and Doug Greening-Director of Physical Plant – 11-01-07

Next review: 11-01-08