



Effective: April 1, 2019
Last Revised: Initial Policy

Responsible University Office:
Finance Office

Responsible University Administrator:
Vice Chancellor for Business and Finance

Policy Contact:
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Plant Fund Transfer Policy

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Scope

This policy applies to all university units and departments of the University of Nebraska at Kearney.

Policy Statement

Plant fund transfers allow departmental state-aided non-revolving funds to carry forward at the end of the biennium. A plant fund transfer involves a specific renovation project to be coordinated through UNK Facilities Management and Planning with anticipated completion within five years of the transfer. The Vice Chancellor for Business & Finance must approve the renovation project. There must be adequate funding in the state-aided non-revolving cost center to equal or exceed the amount of the plant fund transfer.

Reason for Policy

This policy provides guidance to university units and departments across the UNK campus that have the need to reserve and/or carry forward state-aided non-revolving funds at the end of a biennium through a plant fund transfer.

Plant fund transfers provide greater management flexibility by expanding the timeframe for a department to use funds responsibly and to facilitate the planning process.

Procedures

To accomplish a plant fund transfer, complete a UNK WBS Element Information Sheet-Plant Fund Transfers Form that includes:

1. A description of the renovation project. (Project completion cannot exceed five years).
2. A Space Alteration and Change in Room Use Form if the project involves existing space.
3. Cost projections coordinated with UNK Facilities Management & Planning.
4. The amount of the transfer.
5. The cost center where the funds will be transferred from (cost center must start with 51xxxxxxx). The ability to transfer is contingent on the availability of funds in the cost center.
6. The Dean signature of approval.
7. The Director of Facilities signature of approval.
8. The Vice Chancellor of Business & Finance signature of approval.

Deliver the completed form to the Finance Office no later than May 15 of the current fiscal year.

Definitions

Biennium: A biennium represents a budget cycle that covers two fiscal years.

Cost Center: Cost Centers are used to plan, gather and track costs for a University unit or department for state-aided non-revolving funds (cost centers that begin with 51), state-aided revolving funds (cost centers that begin with 52) and auxiliary funds (cost centers that begin with 53). Cost centers are 10 digit numbers. Within a department, multiple cost centers may be set up to further break down expenses by project or activity.

Plant Funds: Plant funds are used to purchase, construct or renovate long-life assets such as land, land improvements, buildings and equipment.

State aided non-revolving funds: State aided non-revolving funds represent annually budgeted funds supported primarily by tax appropriations and tuition and fee revenue. State aided non-revolving cost centers begin with "51".

WBS Element: WBS Elements are used to plan, gather and track costs for a grant or contract, agency or plant project. A project can have one or many WBS elements depending on the degree of segregation or breakdown desired. WBS elements are 13 digit numbers and begin with 54, 55, 56, 57 or 59.

Additional Contacts

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>
UNK Facilities Management & Planning	Lee McQueen	308-627-6949	mcqueenlv@unk.edu
Budget Office	Jean Mattson	308-865-8202	mattsonj@unk.edu

Forms

[WBS Element Information Sheet-Plant Fund Transfers](#)

[Space Alteration and Change in Room Use Form](#)

Related Information

[Carrying Forward Departmental State-Aided Non-Revolving Budget Policy](#)

History

This policy replaces current policy located at Business and Finance Policy and Procedures.