

Summary of CER Requirements and Deadlines

Capital Expenditure Type*	Requirements	Submission Deadlines**
Professional Services	\$0 - \$300,000 CER NOT required Approval by Dean and Provost (if applicable), and Chief Operating Officer	A signed Capital Project Authorization form, which will be provided by Facilities Management or Project Delivery Group , is due to bergey@temple.edu 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 \$550,000 reported to Finance + Investment Committee	Next scheduled meeting
	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 Approval by Dean and Provost (if applicable), and Chief Operating Officer	A signed Capital Project Authorization form, which will be provided by Facilities Management or Project Delivery Group , is due to bergey@temple.edu 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
	Over \$500,000 reported to Finance + Investment Committee	Next scheduled meeting
	\$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 the Director of 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 5 years or less CER NOT required Dean & Provost (if applicable), EVP & COO approval Any lease transaction great than \$100,000 and less than or equal to \$400,000 must be reported to the Finance and Investment Committee at its next regularly scheduled meeting Sum of all rental payments and anticipated other charges on an annual basis are greater than \$1,000,000 and/or lease term is less than 5 years or more CER required , Board of Trustees approval	Submissions will be coordinated by the Director of Real Estate Note: all Real Estate transactions must be coordinated with the Director of Real Estate

<p style="text-align: center;">Amendments to CERs</p>	<p>If amount of increase exceeds 10% of the approved amount Amendment required</p> <p>If amount of increase is greater than or equal to \$100,000 Amendment required</p> <p>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</p>	
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*See [Approval of Capital Expenditures policy](#) (policy #04.32.01), which is located on policies.temple.edu, 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.