# Summary of CER Requirements and Deadlines

<table>
<thead>
<tr>
<th>Capital Expenditure Type*</th>
<th>Requirements</th>
<th>Submission Deadlines**</th>
</tr>
</thead>
</table>
| **Professional Services** | $0 - $300,000  
CER NOT required  
Dean & Provost (if applicable), SVP & COO, VP & CFO approval  
Over $750,000  
CER required  
Board of Trustees approval  | A signed Capital Project Authorization form, which will be provided by Facilities Management or Project Delivery Group, is due by the 20th 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  
A CER form must be submitted by the 20th of every month  
Submission dates for CER’s requiring Board approval are set by Capital Budgeting |
| $300,000.01 - $750,000  
CER required  
Presidential approval  | | |
| Over $750,000  
CER required  
Board of Trustees approval  | | |
| **Construction, Maintenance and Fixtures** | $0 - $1,000,000  
CER NOT required  
Dean & Provost (if applicable), SVP & COO, VP & CFO approval  
Over $2,500,000  
CER required  
Board of Trustees approval  | A signed Capital Project Authorization form, which will be provided by Facilities Management or Project Delivery Group, is due by the 20th 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  
A CER form must be submitted by the 20th of every month  
Submission dates for CER’s requiring Board approval are set by Capital Budgeting |
| $1,000,000.01 - $2,500,000  
CER required  
Presidential approval  | | |
| Over $2,500,000  
CER required  
Board of Trustees approval  | | |
| **Real Estate Transactions** | Disposition or acquisition  
CER required  
Board of Trustees approval  
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  
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  | Submissions will be coordinated by Real Estate  
Note: all Real Estate transactions must be coordinated Real Estate |
| **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. Board of Trustees approval)  | |
President or Board of Trustees), CER must be amended and approved as described above.

*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.