

## Summary of CER Requirements and Deadlines

Capital Expenditure Type*	Requirements	Submission Deadlines**
<b>Professional Services</b>	\$0 - \$100,000 CER NOT required Dean & Provost (if applicable), EVP & COO, VP & CFO approval	A signed Capital Project Authorization form, which will be provided by <a href="#">Facilities Management</a> or <a href="#">Project Delivery Group</a> , is due to <a href="mailto:maria.ramos@temple.edu">maria.ramos@temple.edu</a> by the 20 <sup>th</sup> of every month Note: For requests up to \$50K, the <a href="#">Signature Authorization Policy</a> will apply and a CPA form and its corresponding signatures is not needed
	\$100,000.01 - \$500,000 CER required Presidential approval	A CER form must be submitted by the 20 <sup>th</sup> of every month
	Over \$500,000 CER required Board of Trustees approval	Submission dates for CER's requiring Board approval are set by <a href="#">Capital Budgeting</a>
<b>Construction, Maintenance and Fixtures</b>	\$0 - \$500,000 CER NOT required Dean & Provost (if applicable), EVP & COO, VP & CFO approval	A signed Capital Project Authorization form, which will be provided by <a href="#">Facilities Management</a> or <a href="#">Project Delivery Group</a> , is due to <a href="mailto:maria.ramos@temple.edu">maria.ramos@temple.edu</a> by the 20 <sup>th</sup> of every month Note: For requests up to \$50K, the <a href="#">Signature Authorization Policy</a> will apply and a CPA form and its corresponding signatures is not needed
	\$500,000.01 - \$1,000,000 CER required Presidential approval	A CER form must be submitted by the 20 <sup>th</sup> of every month
	Over \$1,000,000 CER required Board of Trustees approval	Submission dates for CER's requiring Board approval are set by <a href="#">Capital Budgeting</a>
<b>Real Estate Transactions</b>	Disposition or acquisition CER required Board of Trustees approval	Submissions will be coordinated by the <a href="#">Director of Real Estate</a>
	Leasing transactions:  Sum of all rental payments and anticipated other charges on an annual basis are less than or equal to \$400,000 and lease term is 2 years or less CER NOT required Dean & Provost (if applicable), EVP & COO, VP & CFO approval	Submissions will be coordinated by the <a href="#">Director of Real Estate</a>  Note: all Real Estate transactions must be coordinated with the <a href="#">Director of Real Estate</a>
	Sum of all rental payments and anticipated other charges on an annual basis are greater than \$400,000 and lease term is greater than 2 years CER required Board of Trustees approval	
<b>Amendments to CERs</b>	If amount of increase exceeds 10% of the approved amount Amendment required	
	If amount of increase is greater than or equal to \$100,000 Amendment 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	

\*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.