

ESTABLISH ADMINISTRATIVE APPROPRIATION FORM MUSAA-04

Please establish an administrative appropriation or modify the existing appropriation for A&E project # _____
 " _____ " With this request _____ is contributing \$ _____
 toward the project and the total university contribution including this request is \$ _____ . The project will be funded from plant
 fund _____
 I certify that _____ has sufficient authority for this transaction, and that the Architecture & Engineering Division
 will be administering the project and recording the expenditures.

Signature: _____ Date: _____

The authority to construct for this transaction is authorized in:
 (Please check all boxes that apply. Per 18-2-103, MCA, this section is mandatory for all projects >\$300,000.)

HB _____ of the _____ legislative session – in section _____ of the bill. Appropriation title (i.e., General Spending Authority)
See comments at bottom.

HB2 of the _____ legislative session – in section _____ of the bill.
HB2 funds are non-continuing and require the following information:

University Information:

Agency:	*Grant Amount:
Subclass:	Pgm/Bdgt Year:
Fund:	Continuing?

Please confirm that the university will record HB2
 expenditures in SABHRS in the transfer (68000) category.

Statutory Authority – 17-7-304(2), MCA Universities may spend reverted appropriations in accordance with a long-term plan approved by
 the BOR for major and deferred maintenance expenditures and equipment or fixed assets purchases.

A copy of the BOR Item and all supporting documentation is attached.

18-2-102(2)(b), MCA, Revenue producing facilities referred to in 20-25-302.

A copy of the BOR Item and all supporting documentation is attached.

18-2-102(2)(c), MCA Construction of a building financed wholly with federal or private funds if the construction will not result in any new
 programs.

A copy of the BOR Item and the letter from the governor and all supporting documentation is attached.

18-2-102(d), MCA, Regents authorize construction & renovation of athletic facilities in 20-25-309.

A copy of the BOR Item and all supporting documentation is attached.

MUS Authority

BOR Policy 940.9.2(A) – President or Chancellor of any campus may expend plant funds, including student building fee reserves up to
 \$100,000 to plan, construct, renovate, equip, maintain, or improve any campus buildings or facilities. (**<\$300,000 so no authority to construct as
 needed): A copy of the letter from the president or chancellor and all supporting documentation is attached.**

Policy 940.9.2(A) – President or Chancellor of any campus may expend plant funds over \$100,000 to maintain or improve any campus
 buildings or facilities in accordance with (**if >\$300,000, authority to construct is also needed, per 18-2-103, MCA**):

Commissioner approval for
 projects between \$100,000 and
 \$500,000.

BOR approval for projects >\$500,000
 (BOR 1003.7)

MUS Policy 940.3 Student survey conducted
 and reported to BOR for projects >\$200,000.

A copy of the letter from the CHE and/or the BOR Item and all supporting documentation is attached.

If multiple authority types are being transferred please verify the total amount of all transfers for each authority type.

HB#, Section#, Appropriation Name	Amount	HB#, Section#, Appropriation Name	Amount

Comments: