

STATE UNIVERSITY of NEW YORK
PROJECT CAPITALIZATION FORM (PCF)
INSTRUCTIONS

The *Project Capitalization Form* should be used for all capital projects on State University (SUNY) capital assets where design and construction costs are \$100,000 or greater, and for all building and land acquisitions. Capital assets, as referred to within, include buildings, structures, land and land improvements, and infrastructure. See SUNY [Capitalization Policy](#) for additional information on capitalization criteria.

This form should be completed when a capital project is substantially complete, the asset is placed in service (beneficially occupied), and project costs are known and/or can be reasonably estimated. Upon completion, this form should be submitted **via email** to PCF@sysadm.suny.edu **or** hardcopy to:

Office of the University Controller
SUNY Plaza, Room N528
Albany, N.Y. 12246
Fax: (518) 320-1544

Submission of this form will NOT close out financial accounts. Outstanding payments can still be processed for the project. For projects funded by State University Construction Fund (SUCF) appropriation, the *Account Closeout (Attachment G)* form must be sent to SUCF to close out financial account(s) associated with this project.

When the project is funded by multiple funding sources, this form should be completed using the project number assigned by SUCF if any educational facility capital appropriations are used and associated project numbers should be listed below for other funding sources (e.g. DASNY and local campus operating or IFR). The form should include all expenditures for the project regardless of funding source. The funding amounts should correspond to the expenditures in each project account to support the total expenditures on the project (unexpended costs may be estimated).

The *Project Capitalization Form* is in Excel format and is user friendly for entering data. Upon opening the document the cursor will be positioned at the start of the first field "Campus". Use the "TAB" or arrow keys to move between fields on the form. Dollar amounts and percentages should be entered in whole numbers (without a decimal point). Specific instructions and definitions of the information required on the form are described below.

Campus: Enter campus name.

Campus Code: Enter appropriate SUNY campus code. (28xx0)

Project Number: Enter project number assigned to project by SUCF (SUCF appropriations) or campus Facilities Department (locally funded) or DASNY (project number for DASNY administered projects).

Associated Project Number(s): If the project is funded from multiple funding sources enter all associated project numbers used for this project (e.g., DASNY, local campus operating, and/or IFR funds).

Project Title and Description: Enter name of project and a brief description. Include building name, type of work, or other associated projects, if appropriate.

STATE UNIVERSITY of NEW YORK
PROJECT CAPITALIZATION FORM (PCF)
INSTRUCTIONS

1. Project Type: Check appropriate box based on description below.

New Construction - construction of a new building or structure, land improvement or infrastructure (i.e., capital asset) which did not previously exist. This does not include additions to existing capital assets.

Rehabilitation - construction performed on an already existing capital asset to enhance its usefulness or extend its useful life. This also includes replacement of destroyed portions.

Improvement (Addition) - adding a new component, additional space or costs incurred that will result in an asset performing functions that it previously did not perform (e.g., addition of air conditioning to a facility that was not previously air conditioned).

Demolition - demolition of an existing capital asset as a stand-alone project. When a project includes demolishing a structure to make room for a new structure, the demolition costs should be included in the site preparation costs of the new structure and the “New Construction” box should also be checked.

Acquisition - purchase of a capital asset including building(s), infrastructure, land, or land with an existing building(s) and infrastructure.

2. SUNY Chart Account Number(s): Enter all SUNY chart account numbers, including sub-accounts that will be used for this project. Account numbers should be 8 digits (xxxxxx-xx). Not applicable for DASNY administered projects.

3. Design and Construction Cost Allocation: The cost of the design and construction of the project (exclude moveable equipment) should be allocated in percentages to its appropriate category. Percentages should be in whole amounts and total to 100% for all buildings. If more than three buildings are covered by this project, use the additional sheet (tab in Excel file called “Add Bldgs”) and transfer the total component breakdown for all buildings to this form.

a. Building Information: Enter building number(s) associated with the project if work is being performed on a building. This should be the building number from AiM Property Management System. The work performed on the building(s) should be broken down by component for each building. Component definitions are as follows:

General Construction- basic construction components, such as foundation wall, interior foundations, slab, framing, exterior wall and structural floor.

Site Preparation- excavation, clearing, grading, and filling.

Roof - roof covering materials and roof drainage.

Interior Construction- interior finish - floor and ceiling finish, partition materials, etc..

Heating, Ventilation and Air Conditioning (HVAC) - systems for heating, ventilating and cooling the building (e.g., furnace, boiler, rooftop units, etc.).

STATE UNIVERSITY of NEW YORK
PROJECT CAPITALIZATION FORM (PCF)
INSTRUCTIONS

3. Design and Construction Cost Allocation, building information, continued:

Plumbing- general plumbing, fixtures and installation of sinks, lavatories, drinking fountains, bathtubs, showers, water heaters, water closets, etc..

Electrical- wiring, lighting, etc..

Fire Protection and Safety- sprinkler systems, fire alarm systems, fire detection systems, etc.

Elevators- elevators and elevator landings.

Environmental Remediation (qualifying for capitalization): Clean-up to prepare property for sale, to prepare property for use when the property was acquired with known or suspected pollution that was expected to be remediated, to restore a pollution-caused decline in service utility that was recognized as an asset impairment or acquired capital assets that have future alternative use. (Please complete questionnaire within PCF tab Enviro Remed)

Miscellaneous- all other building project costs that cannot be allocated to any other component (excludes Furniture, Fixtures and Equipment (FF&E)).

- b. *Land Acquisitions:*** For acquisitions consisting of land and building(s), the building cost and land cost must be segregated and reported appropriately. The cost of land should include the costs of closing the transaction and obtaining title, including commissions, surveys, legal fees, title search, insurance, taxes, etc. Please indicate acreage and description, including intended use.
- c. *Infrastructure:*** Infrastructure assets are defined as long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage systems, water and sewer systems, and heat, electrical and gas distribution systems.
- d. *Land Improvements:*** Land improvements include parking lots, retaining walls, fencing, outdoor lighting, outdoor athletic fields, and other non-building improvements. If more than one is listed, please provide the breakdown by percentage for each Land Improvement. (Refer to Tab for multiple Land Improvement breakdown).
- e. *Non-qualifying Items:*** Non-qualifying improvements include such items as routine repairs and maintenance, painting, stand-alone studies that are not allocated to specific projects and exclusions determined on an individual project basis.
- f. *Non-Qualifying Environmental Remediation:*** An example of a non-qualifying environmental remediation project would be the clean-up of a spill or leak, such as soil refinement or water purification, to return the asset to its original state when acquired or

STATE UNIVERSITY of NEW YORK
PROJECT CAPITALIZATION FORM (PCF)
INSTRUCTIONS

built (unless it is done in preparation for sale of the asset). Also, it includes treatment of environmental contamination such as asbestos removal, air monitoring, or lead paint removal.

NOTE: Percentages (Costs) assigned to items e. and f. for non-qualifying items will be excluded from the total capital asset amount. Therefore, please be accurate when assigning these percentages.

4. Funding Source: Funding sources for the project should be included as defined:

Educational facilities capital appropriation - Funding from SUCF State capital appropriated funds (002 and 384 funds).

Dormitory capital appropriation - Funding for Residence Halls from Bonds issued through the Dormitory Authority of the State of New York (DASNY).

Hospital capital appropriation - Funding for Hospitals from SUCF State capital appropriated funds (002 and 384 funds).

Local campus operating and income fund reimbursable (IFR) - Funding from state appropriations and self-supporting funds. SUNY fund numbers:

00300 – State Purpose

007xx – Member Items

34510 – State University Income Fund Reimbursable

34531 – Stabilization Fund

34547 – State University Tuition Reimbursement Account (SUTRA)

Dormitory operating & IFR (DIFR), Rehab and Repair - Funding from Residence Hall self-supporting funds. SUNY fund numbers:

33947 – Dormitory Income Fund Reimbursable

074xx – Dormitory Rehab and Repair Fund

Hospital operating & IFR (HIFR) - Funding from Hospital self-supporting funds. SUNY fund numbers:

34522 – Hospital Operations

34546 – Hospital Income Fund Reimbursable

Research Foundation - Funding from Research Foundation accounts.

Federal Funding - Funding from Federal Grants.

Auxiliary Services Corporation (ASC) - Funding from the ASC. Campus should note whether the monetary contribution from the ASC was a gift to the campus or whether it was part of a leasehold agreement that the ASC is going to capitalize as an asset on their balance sheet.

Campus Foundation - Funding from the Campus Foundation. Campus should note whether the monetary contribution from the Foundation was a gift to the campus or whether it was part of a leasehold agreement that the Foundation is going to capitalize as an asset on their balance sheet.

STATE UNIVERSITY *of* NEW YORK
PROJECT CAPITALIZATION FORM (PCF)
INSTRUCTIONS

Other - Includes funding from alumni associations, student associations, NYPA, NYSERDA, Economic Development Agencies, grant funds, or any other third party including matching fund programs (please identify source).

5. **Beneficial Occupancy/Physical Completion Date:** Enter the date the project is substantially complete or placed in service (beneficially occupied). This may occur prior to final payment or the release of retention funds on a project.

6. **Total Project Cost:** If all project expenses have been incurred and recorded, no estimating is necessary, use the actual costs.
 - a. “Equipment in RAMI (Real Asset Mgmt Info Sys)” – if equipment is included on this line, please provide the asset number(s) associated with this project that were entered into the SUNY *RAMI System* (10 positions). There is an additional Tab for multiple assets to be entered. If not entered in the system, please provide a brief description of the type of equipment along with an explanation (i.e. furniture; chairs, tables-below the capitalization threshold, etc).

 - b. If all costs for the project have not yet been disbursed, the total project costs should include all disbursed amounts plus an estimate of the costs to complete the project. Also, please reference the estimated future disbursement amount in the “Estimated costs to complete included in Total Project Costs” box.

Contact Information - Please type contact name, date, e-mail, and other information as requested at the bottom of the form prior to submitting.