

CFI: Business Officer Responsibilities regarding renovation costs

The Business Officer of the home department to which the PI belongs to, carries out the following:

- Business Officer to request supporting documentation (e.g. invoices) for renovation costs from Facilities Management & Planning (“Facilities”) – contact Cindy Dragic. Per CFI requirements, the Business Officer must maintain the supporting documentation, therefore, the Business Officer should make photocopies of all relevant supporting documentation.
- Business Officer reviews for eligibility of renovation costs (this will not be performed by Capital Projects/Facilities). It is more than likely the Business Officer will need assistance from Facilities to determine the exact nature of expenses to assess eligibility, therefore, it’s advisable the Business Officer contacts Facilities in advance to arrange time for review of invoices.
- Business Officer to review all eligible renovation costs with the PI and obtain approval and authorization from PI to apply CFI funding against these costs.
- Business Officer to summarize the eligible costs to apply CFI funding to (by GL account) and provide this information to Business Services (Assistant Director, Academic Units) who will coordinate with Capital Accounting. Note: Business Services will not be reviewing for accuracy, eligibility, etc. of the information provided by the Business Officer, it is the Business Officer’s responsibility to ensure they’ve provided accurate information and have assessed eligibility.
- Business Services to inform Business Officer once Capital Accounting records the transactions.