PROCEDURE FOR TRACKING 2020-21 CARRY FORWARD FUNDS

1. All 2020-21 carry-forward funds may only be expended on R&R projects as allowed in G.S. 143C-8-13 and must be tracked in a capital code/item.

2. All projects must be appropriately tracked and reported in Interscope including current project status, design and construction contracts, project completion dates, and HUB participation.

3. A single code/item number may be used to collectively track groups of projects where each individual project falls at or below $100,000. A unique code/item number must be established for any individual projects where the project value is over $100,000.
   a. To obtain a code/item number to track a group of small projects (each project less than or equal to $100,000), submit a request including a list of approved projects with estimated costs. The code/item authorization will be established at the amount of the group total. Prior to submitting a request, each university should follow its own internal project approval processes as appropriate for projects at this dollar value.
   b. To obtain a code/item number for each project over $100,000 and less than or equal to $300,000, submit a request to establish the project code/item authorization including the project name and estimated cost. Prior to submitting a request, each university should follow its own internal project approval processes as appropriate for projects at this dollar value.
   c. To obtain a code/item number for each project more than $300,000, submit a request to establish the project code/item authorization following the current procedures in the UNC System Capital Project Procedure Guidance here.

4. All requests should be submitted to Katherine Lynn (kclynn@northcarolina.edu) with copies to Miriam Tripp (mdtripp@northcarolina.edu) and Jeanine Rose (jrose@northcarolina.edu)