TBR OFD issues annual Guide update

Project and Funding Description Documents

Estimated annual utilities and new programmatic costs

Commission Capital Outlay Form 2

Commission Capital Outlay Form 2

Commission Capital Outlay Form 1

DB70A Equipment Request

Educational Specification

Program Statement

Project Support attachment

Fee Attachment (If multi-part)

DB-70

Capital Maintenance and Capital Improvements Budget Worksheet (optional)

If a new project, or major redefinition of an existing project
Institution prepares
project and funding description documents

otherwise

Institution prepares
a rough estimate of updated cost and funding need.

Institution prepares
Capital Maintenance

Capital Outlay

disclosure

DB71 Summary of Capital Budget Request

If a previously submitted project which TBR requested but which received no funding or less than full funding
TBR OFD prepares
project and funding description documents based on prior submittal plus escalation and required minor adjustments.

Institution submits
final DB71s and project and funding description documents to Vice Chancellor for Administration and Facilities Development

field checks on some proposed maintenance

prioritization formula

TBR OFD
receives, compiles, analyzes, adjusts, and prioritizes, then submits
summary to Chancellor for approval

Institution replies

Chancellor submits
summary to Board for approval

Board
budget request is presented, reviewed, and approved in September meeting

copy to **Institution**

TBR OFD submits
budget summary and supporting documentation to THEC

and responds to THEC queries ☎

THEC
assesses TBR and UT requests and makes combined recommendation to Governor

Governor
with assistance of F&A, develops state budget recommendation and submits to the Legislature about the first of February

Legislature appropriates