University of Illinois System

URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

Per University policy and procedures (Sect 12) the costs of certain construction projects need to be capitalized, which requires use of a unique plant fund to track the project costs in Banner. Only projects with a cumulative cost of \$250,000 or more are capitalized.

Please use the decision chart below to see if you need to establish a separate plant fund for the project.

Does the project significantly increase the usefulness or service life of the building or site?

YES

- Office space being converted into new lab space
- Creation of a Parking lot

Capitalization is warranted. Plant fund needs to be created prior to work order creation. The new fund will then be used in the CFOAP of the work order for audit reporting purposes. You can find the Banner Fund, Program, Index Code Request Form on the page below.

https://www.obfs.uillinois.edu/forms/accounting-financial-reporting/

NO

- •Normal Repair & Maintenance
- Painting
- Carpet replacement
- Lighting replacement
- •Sidewalk repair, Etc.

Do not need to capitalize. Submit work order using department's CFOAP.

If you need more clarification please contact:

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