



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 31, 2006

IMPORTANT

MEMORANDUM

To: Business Officials

From: Kennon Briggs, Vice President
Business and Finance

Subject: Project Approval Submittals

As addressed at the ACCBO regional meetings and the fall ACCBO conference, there will be a significant change (effective February 1, 2006) in the procedures for submitting items for State Board approval. We have attached a schedule identifying the dates for submitting your NCCCS 3-1 form (Tentative Approval for Capital Improvements), and a NCCCS 3-2 form (Final Approval for Capital Improvement). This also applies to your written requests to acquire or dispose of property. This schedule includes the submission of your revised cash flow model that must match your NCCCS 3-1 form or NCCCS 3-2 form. It will also be used to make your project allotments.

You should become familiar with these dates, specifically when setting up the project bid opening dates. As a reminder, you must not sign construction contracts without State Board project approval. It is also important to note that the State Board does not typically meet in June or December.

If the Facility Services Section does not receive your documents by the cut-off date, your request will be placed on the following month's State Board agenda. We appreciate your assistance in adhering to these new deadlines that are essential to both our workflow, and our work with the State Controller's Office and the Office of State Budget & Management.

If you have questions, please call Dee Burns at (919) 807-7088, Patricia Edmondson at (919) 807-7220, or Sharon Rosado at (919) 807-7087.

Attachment

pc: Presidents
Sharon Rosado
Dee Burns
Patricia Edmondson
Annette Dishner

CC06-021
E-Mail

**Construction and Property Agenda Items
Due Dates**

Dates Agenda Items are due to the System Office	Agenda Review Dates	State Board Dates
February 23, 2006	March 6, 2006	March 17, 2006
March 29, 2006	April 7, 2007	April 21, 2006
April 27, 2006	May 8, 2006	May 19, 2006
You will be notified if the State Board meets in June		
June 29, 2006	July 10, 2006	July 21, 2006
July 26, 2006	August 7, 2006	August 18, 2006
August 25, 2006	September 5, 2006	September 15, 2006
September 27, 2006	October 6, 2006	October 20, 2006
October 26, 2006	November 6, 2006	November 17, 2006
You will be notified if the State Board meets in December		