



MEMORANDUM
February 14, 2020

FP 20-04 | Via Email

TO: Chief Business Officers
Facilities Planners

FROM: Hoang Nguyen, Director
Facilities Planning and Utilization
College Finance and Facilities Planning Division

RE: 2020 Reverting Capital Outlay Project Balances

This memorandum is a reminder that the district's state-funded capital outlay project funds shown on the attached list will revert on June 30, 2020. There are approximately \$31 million in unclaimed capital outlay project funds remaining. In order to allow sufficient time for capital outlay invoices (formerly called claims) processing, please submit your reimbursement invoices via FUSION **no later than April 30, 2020**; earlier submission of these invoices is always appreciated.

Please review the remaining project balances for accuracy. This list reflects those project phases that will revert on June 30, 2020 and the current unexpended balances based on the district's latest submission of reimbursement invoices processed by the Facilities Planning Unit as of February 13, 2020.

If you know in advance that the district will not expend all of the remaining funds for the project, please send me an email immediately. The earlier we are notified, the sooner we can redirect unused funds to another project. For those projects that have been completed and all invoices finalized, please remember to comply with the reporting requirements for state capital outlay projects. For additional information concerning the project closeout process, please contact your assigned Specialist.

Contact: If you have any questions or concerns regarding this matter, please contact Ronnie Slimp at rslimp@cccco.edu or (916) 324-8901. Thank you in advance for your timely consideration of this memorandum.

Attachment

2019-2020 Capital Outlay Reverting Appropriation Project List