



State University of New York / State University Construction Fund

GUIDELINES FOR UTILIZING THE STATE UNIVERSITY CAPITAL PROJECTS FUND (SUCPF) (SFS: 324,5,6, 7xx Funds/ CAS: 384 sub funds)

Background

State-operated campuses of the State University of New York (SUNY) wishing to fully, or partially, finance capital projects with funds from sources *other* than State- bonded appropriations (i.e., grants, donations, other campus-generated revenue and funding sources) may utilize the **State University Capital Projects Fund (SUCPF)**.

Through the State budget process, appropriation authority is provided for the State University Capital Projects Fund to support eligible capital projects expenditures of revenues from sources such as those noted above.

Eligible capital projects include alterations and improvements to existing facilities, construction of new facilities, replacement or rehabilitation of infrastructure, as well as the purchase of equipment.

By using the SUCPF, State-operated campuses are:

- Eligible to request an exemption from the Wicks Law (Section 135 of State Finance Law) that requires separate bids for general contractors, plumbing, mechanical and electrical work for construction contracts that exceed \$3 million in Bronx, Kings, New York, Queens and Richmond counties, \$1.5 million in Nassau, Suffolk and Westchester counties, and \$500,000 in all other counties,
- Capable of expending revenue for capital purposes in a manner that does not impact year-to-year State operating spending for the State, and allows normal operations to function in a more effective manner.

Capital Projects of any value can be funded through the State University Capital Projects Fund, however, in general, the value of capital projects funded through the SUCPF are \$1.0 million or greater.

Process for Establishing a 325/384 Fund Cash Account:

1. A State-operated campus notifies their State University Construction Fund (SUCF) Program Manager of capital projects that are to be fully or partially funded through the SUCPF.
2. A Letter of Agreement (LOA) is prepared between SUCF and the State-operated campus, outlining the intended use of the SUCPF and includes specific project information.

The LOA is signed by the SUCF Deputy General Manager and an authorized State-operated campus Representative (usually the Vice President of Finance & Administration).

3. SUCF Controller's Office requests a SUCPF from the Office of the State Comptroller (OSC) and the Statewide Financial System (SFS). **This process usually takes approximately one to two months.**

In order to process the request for a Cash Account, SUCF requires the following information be provided by the State-operated campus and SUCF Finance Office:

- The project number and title
 - The funding source (Foundation, Auxiliary, Grant, Gift, etc.)
4. After the SUCPF is established with OSC/SFS, SUCF Finance Office prepares and submits for approval a budget certificate to the Division of the Budget (DOB). This process can take up to an additional month.
 5. The State-operated campus transfers funds, provided that:
 - The LOA has been fully executed
 - A SUCPF has been established
 - A revenue cost center has been set up
 - The budget certificate is approved (allow expenditures)

6. Funds are transferred in one of three ways:

1. The State-operated campus requests that the University Controller's Office process a revenue transfer from a Special Revenue Fund (ex: General IFR Fund)

OR

2. The State-operated campus initiates an ACH or wire transfer to General Checking via OSC Treasury and notifies SUCF Finance Office.
 - SUCF Finance Office transfers to the SUCPF at OSC

OR

3. The State-operated campus sends a check payable to SUCF.
 - SUCF Controller's Office deposits the check into the SUCPF at OSC

7. Funds are encumbered and disbursed in accordance with the LOA.

8. After the project is closed, any remaining funds are returned to the original funding source, or the State-operated campus.

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