**Processing Plant Fund**

**What are Plant Funds?**

Index Numbers beginning with 45xxxx, 46xxxx, 47xxxx

Plant funds are used to account for long-lived assets and related debt. Funds are usually transferred out of the operating indexes and into the plant fund that was established to track the specific capital project.

Plant Funds are managed by Facilities Services and cash transfers are handled by University Business Services. Keep in mind that typically lump sum transfer amounts are not allowed from grants into plant funds, rather the plant funds are set up as cost reimbursable funds.

**What are Capital Projects?**

Capital Projects can be anything from actual building construction to renovations and alterations that will be long lived and typically have significant resources (greater than $5,000) dedicated to the completion of the project.

**How do you process a Plant Fund JV?**

Prior to the transferring money from any type of grant funding (ZXXXX or WXXXX fund number) an approval signature from the Assistant Vice President for Research is REQUIRED. Below are the steps necessary to complete this process:

1. The appropriate University Business Services personnel will initiate a journal voucher (JV) based on information in the Plant Fund.
2. The JV will be routed to the Assistant Vice President for Research who will route the voucher to the Fiscal Manager or other appropriate personnel for review.
3. During the review process:
   1. Review the Dates
   2. Allowability of expenditures
   3. Budget remaining in Sponsored Project.

\*Please note the copies of all expenditures should be scanned and placed in a shared drive by Facilities Services for OSP review. The drive is located at: [\\facserv4\osp](file:///\\facserv4\osp)

\*\*As a best practice, the FM should initiate contact with Facilities Services Accounting to alert them of the fact that invoices and other expenditure information must be placed in the shared drive.

1. If the JV is ready to be processed, return JV to the Assistant Vice President for Research for final signature noting that it is okay for signature. The JV will then be signed and returned to the appropriate University Business Services personnel for data entry.
   1. If a problem has been noted, contact Facilities Services Accounting for clarification and/or correction.
2. A JV number will be assigned and a file copy will be returned to OSP.