

## **House Procedure**

### **Special Project Account Funding Requests**

**Responsible: Finance & Administration**

*Last reviewed: August 10, 2020*

*Adopted: August 15, 2020 after 5-day Review*

The Special Projects Account is available to fund one-time acquisitions, events, or other projects. Proposed projects for funding will be considered periodically to encourage comparative evaluation by the community to utilize these funds for as long as the funds last.

A call for projects will be made by Finance & Administration at least twice annually, first during the annual budget building procedure in the spring and again in the fall.

Any PDX Commons Committee can forward to F&A a proposal to request use of funds from the Special Project Account for an acquisition or other purpose. A proposal will include but not be limited to:

- A summary of the request including the purpose, why desired or needed, who is requesting.
- Description of the project, possibly a picture or drawing.
- Price or bid for the proposed project.
- Estimated timeline for completion.
- Project manager.

F&A will manage presenting submitted proposals to the Committee of the Whole for consideration to fund.

This “standard” procedure is not intended to block presentation of out-of-cycle brainstorms if a project cannot reasonably wait for the next call for projects. Prefer projects less than \$1000 for this treatment. Proposals may be submitted to F&A Committee to manage the funding request through the Committee of the Whole.