

109 – Project Identification

109.1 Project Identification for Correspondence and Documents: The exact Project Title and the Organization (ORG) code must be used on all correspondence and documents related to the project. When applicable, the Request for Change to Facility (RCF) number must also be used on correspondence and documents related to the project. These numbers are a part of the FOAPAL (Fund, Org, Account, Program, Activity, Location) that is used to identify and organize project information. This information should be listed in the following order:

1. RCF Number (if applicable)
2. ORG Code
3. Activity Code (Internal use)
4. Exact Project Title

Additionally, the project RCF number and ORG code shall be used on all documents that concern funding, construction costs, modifications to the contract time or Contract Sum, payment requests, schedule of values, etc...

109.2 Example of Project FOAPAL:

RCF	FUND	ORG	ACCOUNT	PROGRAM	ACTIVITY	LOCATION
1273	910200	512162	-	-	R01273	-

109.3 Functions of Project FOAPAL:

RCF – Request for Change to Facility

Ex: 1273 – Alumni Coliseum Parking Lot Entrance Wall Repair

FUND – (*Where*) Specific source of monies

Ex: 910200 –

ORGANIZATION – (*Who*) Department or Grant (Budget) Code

Ex: 512162 – Capital Construction & Project Admin.

ACCOUNT – (*What*) Classification of Expenditures

Ex: 710800 –

PROGRAM – Specific purpose

Ex: 10 -

ACTIVITY – Used for reporting; Special Projects-(Internal use)

Ex: R01273 -

LOCATION – Physical place or site used by Fixed Assets for inventory

Ex: PK301 – Perkins Building, Room 301