

Financial Management Requirements

Aerospace Senior Projects (ASEN 4018 & 4028)

1.0 Document Scope

This document specifies the financial management requirements each student project teams must follow. It defines the requirements for financial management, and the procedures to be used in making purchases for their projects.

2.0 Financial Management Requirements

2.1 Chief Financial Officer

All project teams must select a Chief Financial Officer (CFO). The CFO is responsible for all financial management requirements for their project team.

2.2 Cost Plans

Each team must develop a detailed cost estimate for their project. The cost estimate must follow the organization of systems and subsystems described in their Work Breakdown Structure. A preliminary version should be presented at the Preliminary Design Review (PDR). A final version must be included in the Critical Design Review (CDR).

2.3 Cost Tracking

Each team must keep a record of all purchases made for their project. This record must track estimated and actual costs for each item identified. It will be available upon request to the team's Advisors, other Faculty, the Course Staff, or the Department's Accounting Technician. Cost should be tracked using the same WBS-based outline required for the cost plan above.

2.4 Approvals

CFO's should present weekly updates of the budget status and expenditures to their Advisors during the weekly meeting. *Advisors should be asked to approve all expenditures in advance, preferably at the weekly meetings. However, the students are ultimately responsible for staying within their budget and using the funds wisely.*

2.5 Overruns

No budget overruns will be allowed. Budget overruns may result in academic penalties within the course, possibly including a failing grade in the course. Any such consequence will be determined by the PAB.

3.0 Purchasing Requirements

3.1 Project Purchases

3.1.1 Who May Make Purchases?

Only the team's CFO or Course Staff may make purchases for the project.

3.1.2 ACARD Purchases

Purchases shall, whenever allowed by the supplier, only be made through the use of a University of Colorado Purchasing ACARD. Students must follow the regulations and restrictions set forth by the University for the use of these cards.

3.1.3 Non-ACARD Purchases

When suppliers cannot accept an ACARD, purchases shall be made through the Aerospace Department's Accounting Technician. Her contact information is:

Sarah Kiel
303-492-3098
Sarah.Kiel@Colorado.EDU

3.1.4 Purchase Limitations

Each project's ACARD will have a credit limit of \$1000 per purchase and \$1000 per month. Purchases outside these restrictions:

- Require approval of the Advisors
- Must be placed by Sarah Kiel, not by the team CFO

3.2 Reimbursements

No reimbursements will be given for purchases made outside the above rules.

3.3 Other Funds

3.3.1 Donations

Donations of hardware, software, or facility time to the project are allowed. Cash donations shall only be made through the Department/University, not directly to the students.

The value of any donations should be tracked so that, when necessary, the Department/University can properly recognize and thank the donors.

3.3.2 Expenditures of Personal Funds

No expenditures of personal funds for projects are allowed. This includes donations by family or friends outside the above rule.

3.3.3 Request for support

All requests for support from sources outside CU need to be approved by the course coordinator.

3.4 Consequences for Misuse

Students must abide by CU regulations regarding the use of the ACARD. In addition, misuse of the ACARD or violation of the above rules may result in academic penalties within the course, possibly including a failing grade in the course. Any such consequence will be determined by the PAB.