**Section 1040.27 Submission Process**

a) All requests for approval of noninstructional capital projects shall be submitted in writing to the Executive Director of the Board no later than 45 days prior to the desired Board approval date to provide sufficient time for staff review and agenda item preparation. A schedule of Board meeting dates is available at www.ibhe.org.

b) An electronic submission of the request should be directed to appropriate fiscal staff.

c) Additional data shall be requested if all submission requirements have not been met.

d) Background data substantiating the changes in annual operations and maintenance cost may be needed if the estimates do not appear reasonable in light of current campus expenditures.

(Source: Added at 30 Ill. Reg. 19510, effective December 5, 2006)