

State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

Policy Statement No. 1

Subject: Project Financial Management

Effective: 30 March, 2005



David O'Hearn, Deputy Commissioner

Excel spreadsheet "Project Financials"

Project Managers shall maintain current financial records of their projects. This tracking will be done on the spreadsheet provided on the P drive under ~~P:\Teams\project financial management~~. No financial commitments, encumbrances, payments, or transfers against project funding can be made without approval of the Project Manager assigned oversight of the project.

Supervising project managers will conduct quarterly reviews of the project budgets to ensure proper funding levels remain, proper back up exists in the files, and proper approvals have been obtained. Any projected shortfalls or significant discrepancies will be reported to Deputy Commissioner David O'Hearn.

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