

Capital Reimbursement 2-16/2-17 Form

Agenda



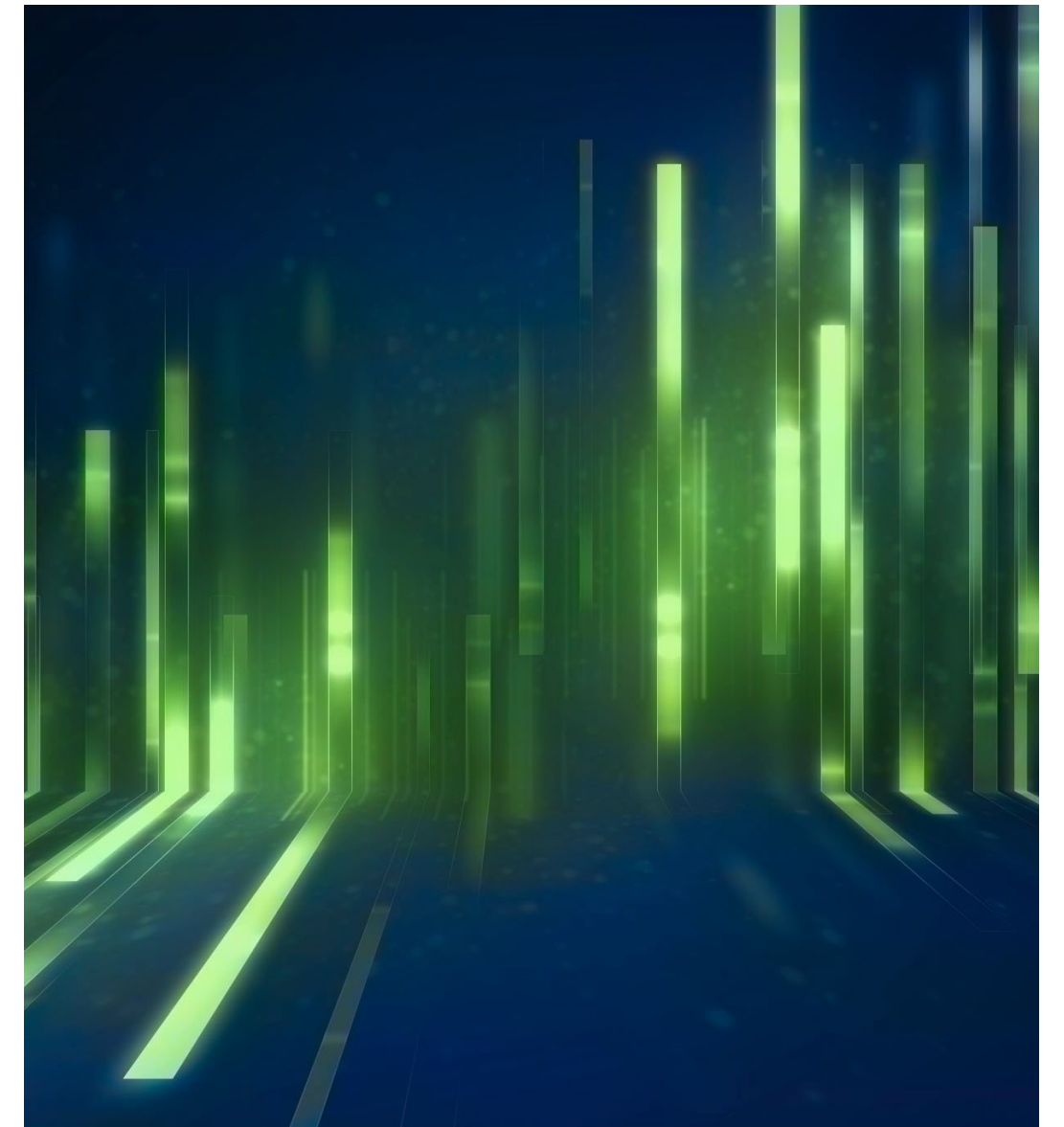
How to complete the request for reimbursement?



What is needed to complete the final 2-16/2-17?



Common errors or issues with the reimbursement request.



What is Needed to Process Reimbursement ?

- A new request for reimbursement form (2-16/2-17).
- The latest NCCCS State Board approved 3-1.
- Interscope Access: [InterScope Logon](#)
 - If you are in the business office, we recommend having at least viewing access. This will help you keep up-to-date if there is any change orders or amendments approved.*
- Fully executed contracts, service agreement, signed quotes and PO* (with approval by Director of Capital) uploaded in the Interscope.
- If signed contracts are not in Interscope, copies need to be emailed along with invoices.
- Invoices are used to substantiate the expenditures and confirm they are applied to correct expense line (example: Design Contract or Design Reimbursable).
- Other fees and work performed by owner do not require contracts.

**PO is acceptable for Work Performed by Owner.*

Where to find the 2-16/2-17 form?

- The reimbursement request (2-16/2-17) excel form is available in the NCCCS website (College Faculty & Staff → Budget & Finance → Capital finance and planning). [Capital Finance and Planning – NCCCS](#)
- Two versions of the form
 - Short Form** → Up to **10 contracts/fees**
 - Long Form** → More than **10 contracts/fees**

“Project Info” TAB

➤ Fill in exactly as approved on the NCCCS 3-1

- College name
- Project name
- Project number
- Project description

 This must match the approved NCCCS 3-1 exactly.

**NC COMMUNITY
COLLEGES**

CREATING SUCCESS



Reimbursement
Request #1 Tab



Form 2-16

- The reimbursement request form is password protected. The cells that are not highlighted can be edited as required.
- When filling out **Request #1** start with NCCCS 2-16 (Request for reimbursement page).
- Enter the Vendor's name for each executed contracts, agreements and Quote. You can either add hyphen enter Vendor Name or replace the existing text with the vendor's name.
- Enter contract amounts next to appropriate vendor in column (1) [be sure to include all fully-approved change orders and/or amendments]

Form 2-16 (continued)



➤ Remaining Balance (*Project budget minus committed contract amounts*) the amount will go to Contingency fund Cell V65.

- 📌 If you increase a contract, **reduce contingency.**
- 📌 If you reduce a contract, **add back to contingency.**

➤ The total project cost in **cell V68** should equal to the latest approved 3-1 estimated project cost.

Example of the remaining balance added to the contingency fund.

Project Cost - Expenditures/Unpaid Balances								
Cost Item	Account Name	Column (1) Total Project Cost as Per Contract	Column (2) Expenditures Paid Current Month/Qtr.	Column (3) Previous Project Expenditures	Column (4) Expenditures To Date	Column (5) Unpaid Balance of Total Project Cost	Column (6) Amounts Due & Unpaid Must Submit Invoice	
1	Land/Site Grading & Improv.		0.00		0.00	0.00	0.00	
2	General Contract-JMT	500,000.00	175,000.00		175,000.00	325,000.00	0.00	
3	Designer Contract - JKF	300,000.00	65,000.00		65,000.00	235,000.00	45,000.00	
4	Designer Reimbursables - JKF	1,615.00	1,615.00		1,615.00	0.00	0.00	
5	Other Contracts		0.00		0.00	0.00	0.00	
6	Other Contracts		0.00		0.00	0.00	0.00	
7	Other Contracts		0.00		0.00	0.00	0.00	
8	Other Contracts		0.00		0.00	0.00	0.00	
9	Other Contracts		0.00		0.00	0.00	0.00	
10	Other Fees		0.00		0.00	0.00	0.00	
52	Worked Performed by Owner		0.00		0.00	0.00	0.00	
53	Equipment (Major)		0.00		0.00	0.00	0.00	
54	Contingency Fund	398,385.00			0.00	398,385.00		
Project Cost		TOTAL:	1,200,000.00	241,615.00	0.00	241,615.00	958,385.00	45,000.00

Page 4

Forms 2-17

NCCCS 2-17 column (2)

- This page is for the expenditure that has been paid by the college.
- Fill out details such as
 - Date
 - check no.
 - Invoice no.
 - Payee
 - Total amount
 - **Cost item**

NCCCS 2-17 column (6)

- This page is for the due & unpaid invoices.
- Fill out details such as
 - Date
 - Invoice no.
 - Payee
 - Total amount
 - **Cost item**

*** When submitting a reimbursement request for due and unpaid invoice, it is important to verify that there is enough unpaid balance remaining in column (5) to cover the expenditure.***

Cost Item

NCCCS 2-17 (Column 2)							
Supporting Documentation for Column 2 - Expenditures Paid Current Month/Year				NC Community College System		NCCCS 2-16	
				3206		College N	
				Total		Project N	
Date	Check Number	Invoice Number	Payee	Amount	Cost Item		
1/20/2026	9584562	Pay App#1	JMT	95,000.00	2		
2/25/2026	9584580	Pay App#2	JMT	80,000.00	2		
1/21/2026	9584563	1-111250	JKF Architect	65,000.00	3	Cost	
1/21/2026	9584563	1-111250	JKF Architect	1,615.00	4	Item	Account Name
						1	Land/Site Grading & Improv.
						2	General Contract-JMT
						3	Designer Contract - JKF JKF
						4	Designer Reimbursables - JKF JKF

Cost item column pertains to the cost item where the contract is listed in NCCCS 2-16 page.

For example:

- GC invoice cost item will be 2.
- Designer invoice cost item will be 3.
- Designer reimbursable cost item will be 4 , if it is not part of the design contract.

This slide provides a visual example of cost item usage within the form.

NCCCS 2-17 (Column 2)						NCCCS 2-17 (Column 6)					Request for Capital Project Reimbursement							
Supporting Documentation for Column 2 - Expenditures Paid						Supporting Documentation for Column 6 - Expen					NCCCS 2-16							
NC Community College System						NC Community College System					College Name: NC Community College System							
3206						3206					Request # 1							
											Project Number: 3206							
											Project Name: Caswell Building Renovation							
											Date:							
Date	Check Number	Invoice Number	Payee	Total Amount	Cost Item	Date	Invoice Number	Payee	Total Amount	Cost Item	Project Cost - Expenditures/Unpaid Balances							
1/20/2026	9584562	Pay App#1	JMT	95,000.00	2	1/21/2026	1-111251	JKF Architect	45,000.00	3	Cost Item	Account Name	Total Project Cost as Per Contract	Column (2) Expenditures Paid Current Month/Qtr.	Column (3) Previous Project Expenditures	Column (4) Expenditures To Date	Column (5) Unpaid Balance of Total Project Cost	Column (6) Amounts Due & Unpaid Must Submit Invoice
2/25/2026	9584580	Pay App#2	JMT	80,000.00	2						1	Land/Site Grading & Improv.		0.00		0.00	0.00	0.00
1/21/2026	9584563	1-111250	JKF Architect	65,000.00	3						2	General Contract-JMT	500,000.00	175,000.00		175,000.00	325,000.00	0.00
1/21/2026	9584563	1-111250	JKF Architect	1,615.00	4						3	Designer Contract - JKF	300,000.00	65,000.00		65,000.00	235,000.00	45,000.00
											4	Designer Reimbursables - JKF	1,615.00	1,615.00		1,615.00	0.00	0.00
											5	Other Contracts		0.00		0.00	0.00	0.00
											6	Other Contracts		0.00		0.00	0.00	0.00
											7	Other Contracts		0.00		0.00	0.00	0.00
											8	Other Contracts		0.00		0.00	0.00	0.00
											9	Other Contracts		0.00		0.00	0.00	0.00
											10	Other Fees		0.00		0.00	0.00	0.00
											52	Worked Performed by Owner		0.00		0.00	0.00	0.00
											53	Equipment (Major)		0.00		0.00	0.00	0.00
											54	Contingency Fund	398,385.00				398,385.00	
											Project Cost TOTAL:		1,200,000.00	241,615.00	0.00	241,615.00	958,385.00	45,000.00

Page 1

Page 3

Page 4



Fund Source

**NC COMMUNITY
COLLEGES**

CREATING SUCCESS

Types of fund sources

- Local Fund : Local funds are funds that are held locally at the college regardless of source with an exception of state equipment fund. e.g. County Appropriations, Donations, County Bonds, OSBM funds etc.
- State Equipment : Funds that are allotted to the college as State Equipment budget.
- State Grant: All funds those are reimbursed through system office. e.g. \$400M SCIF fund, SCIF NC connect etc.



Default Actions of the Form

- When funds are added to the project, they are default added to local unless otherwise specified.
- When funds are expended, it default subtracts the State Funds unless otherwise specified.
- If the project has multiple fund sources approved in the NCCCS 3-1, the 2-16 form needs to updated accordingly.
- If the reimbursement is coming out of multiple fund sources enter the amounts in Cell W72 & W73 according to which fund source is paying which amount for column (2) paid invoices
- The state fund amount is auto calculated as Local fund or State Equipment amounts are entered.
- State funds are paid from the oldest budget code first.



Signature Page & Submission

- The reimbursement amount is auto populated in the signature page.
- Depending on what the college method is to obtain signature you can either print the signature page or save the signature page as PDF for DocuSign or other digital signature software.
- Signature requirements: The form requires three signatures. There must be at least two separate signatories, and all 3 fields must be signed.
- Along with the Excel copy of the reimbursement request form, a **signed** signature page and supporting documents can be submitted via email to circ reimbursements@nccommunitycolleges.edu.
- Subject line: College name project# Req#

Yay! Request #1 complete.



Request #2 Tab & Subsequent Requests

- Request #2 and beyond work the same way as Request #1.
- From Request #2 onward, contract changes trigger a system alert .
- If “**Send in Change order**” appears in Column R that means contract amount is changed. Verify the change order or amendments approved in Interscope. Or New contract line is added to the form.
- If the “**Alert Explain**” comment appears in column AB it means, there was a due & unpaid invoice in last request that was not added in 2-17 (Column 2)in this request with a check number.

R	S	T	U	V	W	X	Y	Z	AA	AB
								Project Number:	3206	
			Project Name:	Caswell Building Renovation				Date:		
			Project Cost - Expenditures/Unpaid Balances							
	Cost			Column (1)	Column (2)	Column (3)	Column (4)	Column (5)	Column (6)	
	Item	Account Name		Total Project	Expenditures	Previous	Expenditures	Unpaid Balance	Amounts Due	
				Cost as Per	Paid Current	Project	To	of Total	& Unpaid Must	
Contract Changes				Contract	Month/Qtr.	Expenditures	Date	Project Cost	Submit Invoice	Payments > Unpaid
OK	1	Land/Site Grading & Improv.		0.00	0.00	0.00	0.00	0.00	0.00	OK
OK	2	General Contract-JMT		500,000.00	200,000.00	175,000.00	375,000.00	125,000.00	0.00	OK
OK	3	Designer Contract - JFK		300,000.00	50,000.00	65,000.00	115,000.00	185,000.00	0.00	Alert, Explain
Send in Change Order	4	Designer Reimbursables - JFK		2,215.00	600.00	1,615.00	2,215.00	0.00	0.00	OK

Subsequent Requests (continued)

- Before you start entering expenditures on the NCCCS 2-17 form. Enter the due & unpaid invoice from previous request with corresponding check number.
- List the invoices in NCCCS 2-17 (column 2) or NCCCS 2-17 (column 6) pages as you did in request#1 .
- Verify the contract amounts in Interscope to capture change orders or amendments in the contract.
- In the example, I listed more invoices for existing contracts and added new expenditures.
- Designer Reimbursable, Terracon, Other fees and work performed by owner lines have alerts for “send in change order”. This is because 3 out of 4 of these vendors were not listed in previous request, and designer reimbursable amount went up by \$600.00. Reimbursables do not require contracts or change orders.

An example of alerts in NCCCS 2-16 form.

NCCCS 2-17 (Column 2)						Request for Capital Project Reimbursement																			
Supporting Documentation for Column 2 - Expenditures						NCCCS 2-16																			
NC Community College System						College Name: NC Community College System																			
3206						Request # 2																			
						Project Number: 3206																			
						Date:																			
Date	Check Numbr	Invoice Number	Payee	Total Amount	Cost Item	Project Cost - Expenditures/Unpaid Balances																			
						Cost Item	Account Name	Column (1) Total Project Cost as Per Contract	Column (2) Column (2) Expenditures Paid Current Month/Qtr.	Column (3) Column (3) Previous Project Expenditures	Column (4) Column (4) Expenditures To Date	Column (5) Column (5) Unpaid Balance of Total Project Cost	Column (6) Column (6) Amounts Due & Unpaid Must Submit Invoice Payments > Unpaid												
25/2026	9584583	1-111251	JKF Architect	65,000.00	3																				
25/2026	9584584	1-111252	JKF Architect	50,000.00	3																				
25/2026	9584584	1-111252	JKF Architect	600.00	4																				
20/2026	9584580	Pay App#4	JMT	200,000.00	2																				
11/2026	9584570	5689DL563	City of Raleigh	500.00	10	Contract Change:																			
12/2026	9584571	258963	Home Depot	200.00	52	OK	1	Land/Site Grading & Improv.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
13/2026	9584575	792563	Terracon Consultant Inc	10,000.00	5	OK	2	General Contract-JMT	500,000.00	200,000.00	175,000.00	375,000.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
						OK	3	Designer Contract - JFK	300,000.00	115,000.00	65,000.00	180,000.00	120,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
						Send in Change Order	4	Designer Reimbursables - J	2,215.00	600.00	1,615.00	2,215.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
						Send in Change Order	5	Terracon Consultant Inc	60,000.00	10,000.00	0.00	10,000.00	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
						OK	6	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
						OK	7	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
						OK	8	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
						OK	9	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
						Send in Change Order	10	Other Fees City of Raleigh	500.00	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
						Send in Change Order	52	Worked Performed by Ownr	200.00	200.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
						OK	53	Equipment (Major)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
						Send in Change Order	54	Contingency Fund	337,085.00	0.00	0.00	0.00	337,085.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
						OK	Project Cost TOTAL:		1,200,000.00	326,300.00	241,615.00	567,915.00	632,085.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	OK	
							Sources of Funds TOTAL:		1,200,000.00	326,300.00		567,915.00	632,085.00	0.00											
							(A) LOCAL FUNDS		58.33%	700,000.00	326,100.00	100,000.00	426,100.00	273,900.00	0.00										
							(B) STATE EQUIPMENT		0.00%	0.00	0.00	0.00	0.00	0.00	0.00										
							(C) STATE GRANTS		41.67%	500,000.00	200.00	141,615.00	141,815.00	358,185.00	0.00										
							STATUS OF STATE BD. OF COMM. COLLEGES' GRANT																		
							STATE VOUCHER ISSUED						LOCAL FUNDING SHARE:												
							1(Col.1C) TOTAL STATE GRANT			500,000.00	DATE:			1(Col.4A) LOCAL EXPENDED-TO-DATE			426,100.00								
							2(Col.4C) EXPENDED TO DATE			141,815.00				2(Col.6A) AMT. DUE & UNPAID			0.00								
							3) BALANCE OF GRANT			358,185.00				TOTAL:			426,100.00								
							Total Page 2			\$ -				3) LESS: AMT. REC'D-TO-DATE			165,000.00								
							Grand Total			\$ 326,300.00				4) THIS REQUEST FOR FUNDS			261,100.00								

Finalizing Request #2

- Since the Terracon contract is new, verify the contract is uploaded in Interscope prior to submitting the reimbursement request.
- Verify the total project cost agrees with Interscope & the latest 3-1 before finalizing the request for reimbursement (*make adjustment to contingency funds as needed*).
- Review the funding source.
- After review, complete the signature page & submit the reimbursement request (with documentation) to the system office (cireimbursements@nccommunitycolleges.edu).

Final request for reimbursement

- When completing the final request for reimbursement there should be no unpaid balance remaining in column (5) except for the contingency fund .
- The contract is a legally binding document. If there is any unpaid balance remaining in the contract it is important to get a signed change order to reduce the contract amount (unless the contract is non-to-exceed).
- **If the contract type is a not-to-exceed**, the final total amount paid to the vendor will be considered as a contract amount.
- Other fees and work performed by owner do not require contracts.
- Make sure the Interscope Financial tab is up-to-date, and the contingency fund (2-16) agrees with total available to commit amount and the total expended amount in Interscope match with Expenditure to Date total in column (4).
- **The final 3-1 should match with final request for reimbursement and Interscope.**

Request for Capital Project Reimbursement

ICCCS 2-16							
College Name:		NC Community College System			Request #		3
Project Name:		Caswell Building Renovation			Project Number:		3206
					Date:		

Project Cost - Expenditures/Unpaid Balances

Cost Item	Account Name	Column (1) Total Project Cost as Per Contract	Column (2) Expenditures Paid Current Month/Qtr.	Column (3) Previous Project Expenditures	Column (4) Expenditures To Date	Column (5) Unpaid Balance of Total Project Cost	Column (6) Amounts Due & Unpaid Must Submit Invoice	Pa	
1	Land/Site Grading & Imprc	0.00	0.00	0.00	0.00	0.00	0.00	OK	
2	General Contract-JMT	500,000.00	125,000.00	375,000.00	500,000.00	0.00	0.00	OK	
3	Designer Contract - JFK	300,000.00	120,000.00	180,000.00	300,000.00	0.00	0.00	OK	
4	Designer Reimbursables	2,215.00	0.00	2,215.00	2,215.00	0.00	0.00	OK	
5	Terracon Consultant Inc	No to exceed contract	55,000.00	45,000.00	10,000.00	55,000.00	0.00	OK	
6	Raleigh Plumbers	Quote	5,050.00	5,050.00	0.00	5,050.00	0.00	OK	
7	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	OK	
8	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	OK	
9	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	OK	
10	Other Fees	City of Raleigh	500.00	0.00	500.00	500.00	0.00	OK	
52	Worked Performed by Owr	200.00	0.00	200.00	200.00	0.00	0.00	OK	
53	Equipment (Major)	0.00	0.00	0.00	0.00	0.00	0.00	OK	
54	Contingency Fund	337,035.00		0.00	0.00	337,035.00		OK	
Project Cost		TOTAL:	1,200,000.00	295,050.00	567,915.00	862,965.00	337,035.00	0.00	OK

A zero balance in the column(5) indicates that the contract is paid in full, and no money is due. If there is a number there, you may need an amendment or change Order prior to submitting final paperwork.

Interscope

Worksheet Summary

Assigned Funds:	\$1,578,750.00	Assigned Funds:	\$1,578,750.00
Total Estimated Cost:	\$838,750.00	Total Committed:	\$1,569,011.63
Estimated Surplus (Need):	\$740,000.00	Available to Commit:	\$9,738.37

[Assign Funds](#)

Worksheet Detail

	Estimated Cost	Committed		Expended
		Original Contracts	Revised Contracts	
Design Fee \$:	\$ 63,750.00	\$ 58,420.00	\$ 58,420.00	\$ 58,420.00
Construction \$:	\$ 750,000.00	\$ 1,471,300.00	\$ 1,494,409.25	\$ 1,494,409.25
Contingency \$:	\$ 8,817.62			
Other \$:	\$ 16,182.38	\$ 16,182.38	\$ 16,182.38	\$ 16,182.38
Total	\$838,750.00	\$1,545,902.38	\$1,569,011.63	\$1,569,011.63

3-1

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B)

2. Demolition (not in III B)

Subtotal "A"

	Prior Budget	Changes/ Amended	Current Budget
1. Site Grading and Improvements (not in III B)			
2. Demolition (not in III B)			
Subtotal "A"	0.00	0.00	0.00

B. CONSTRUCTION

1. Design Fee

2. Construction.....

3. Construction Contingency

4. Other Contracts

5. Other Fees

Subtotal "B"

	Prior Budget	Changes/ Amended	Current Budget
1. Design Fee	58,420.00		✓ 58,420.00
2. Construction.....	1,471,300.00	23,109.25	✓ 1,494,409.25
3. Construction Contingency	49,030.00	(49,030.00)	
4. Other Contracts		16,182.38	✓ 16,182.38
5. Other Fees			
Subtotal "B"	1,578,750.00	✓ (9,738.37)	✓ 1,569,011.63

C. Other Costs

1. Initial Equipment.....

2. Work Performed by Owner

Subtotal "C"

	Prior Budget	Changes/ Amended	Current Budget
1. Initial Equipment.....			
2. Work Performed by Owner			
Subtotal "C"	0.00	0.00	0.00

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)	\$1,578,750.00	(\$9,738.37)	\$1,569,011.63
---	-----------------------	---------------------	-----------------------

2-16 Form

Project Cost - Expenditures/Unpaid Balances

Cost Item	Account Name	Column (1) Total Project Cost as Per Contract	Column (2) Expenditures Paid Current Month/Qtr.	Column (3) Previous Project Expenditures	Column (4) Expenditures To Date	Column (5) Unpaid Balance of Total Project Cost	Column (6) Amounts Due & Unpaid Must Submit Invoice	Paym	
1	Land/Site Grading & Improv.	0.00	0.00	0.00	0.00	0.00	0.00	OK	
2	General Contract - Interstate Roofing	1,494,409.25	210,656.20	1,283,753.05	1,494,409.25	0.00	0.00	OK	
3	Designer Contract - REI Engineers Inc	58,420.00	6,340.00	52,080.00	58,420.00	0.00	0.00	OK	
4	Designer Reimbursables	0.00	0.00	0.00	0.00	0.00	0.00	OK	
5	T P Smith Construction	16,182.38	0.00	16,182.38	16,182.38	0.00	0.00	OK	
6	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	OK	
7	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	OK	
8	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	OK	
9	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	OK	
10	Other Fees	0.00	0.00	0.00	0.00	0.00	0.00	OK	
52	Worked Performed by Owner	0.00	0.00	0.00	0.00	0.00	0.00	OK	
53	Equipment (Major)	0.00	0.00	0.00	0.00	0.00	0.00	OK	
54	Contingency Fund	9,738.37		0.00	0.00	9,738.37		OK	
Project Cost		TOTAL:	1,578,750.00	216,996.20	1,352,015.43	1,569,011.63	9,738.37	0.00	OK

Hooray! Final 2-16/2-17 Complete.



Common Issues

Project Cost - Expenditures/Unpaid Balances								
Cost Item	Account Name	Column (1) Total Project Cost as Per Contract	Column (2) Expenditures Paid Current Month/Qtr.	Column (3) Previous Project Expenditures	Column (4) Expenditures To Date	Column (5) Unpaid Balance of Total Project Cost	Column (6) Amounts Due & Unpaid Must Submit Invoice	P
1	Land/Site Grading & Improv.	0.00	0.00	0.00	0.00	0.00	0.00	OK
2	General Contract-LPS3	500,000.00	125,000.00	375,000.00	500,000.00	0.00	0.00	OK
3	Designer Contract - JFK	300,000.00	120,000.00	180,000.00	300,000.00	0.00	0.00	OK
4	Designer Reimbursables - Jf	2,215.00	0.00	2,215.00	2,215.00	0.00	0.00	OK
5	Terracon Consultants Inc	Not to exceed contract 55,000.00	0.00	10,000.00	10,000.00	45,000.00	0.00	OK
6	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	OK
7	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	OK
8	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	OK
9	Other Contracts	0.00	0.00	0.00	0.00	0.00	0.00	OK
10	Other Fees	leigh newspaper 500.00	0.00	500.00	500.00	0.00	0.00	OK
52	Worked Performed by Owne	200.00	0.00	200.00	200.00	0.00	0.00	OK
53	Equipment (Major)	0.00	0.00	0.00	0.00	0.00	0.00	OK
54	Contingency Fund	337,085.00	0.00	0.00	0.00	337,085.00	0.00	OK
Project Cost TOTAL:		1,195,000.00	245,000.00	567,915.00	812,915.00	382,085.00	0.00	OK

Red Highlight with Strikethrough in the Total cells

- In NCCCS 2-16 form total cell W68 or AA68 is highlighted red with strikethrough. This means the cost item is missing in NCCCS 2-17 (column 2) or (column 6) page. Grand total in the 2-17 pages (Cell E82 & O82) should equal to Column (2) or Column (6) total in the 2-16 page.
- If this is not the case, please let System Office know.

Common Issues (continued)

➤ Grouping multiple contracts in one line

If you have multiple contracts with one vendor, please use separate lines to list each contract. This makes tracking the expenditures easier.

➤ Contingency fund

Contingency fund is to be adjusted as the contracts get added or change orders are approved. If not adjusted, the total project cost won't agree with the 3-1 & Interscope.

➤ Designer reimbursables

If designer reimbursables are not part of the contract, the reimbursables should be listed as a separate cost item.

➤ Other Fees

Examples: Newspaper ads, permits, AHJ fees, utility connection fees, etc.

Common Issues (continued)



➤ Worked Performed by Owner

The college employee(s) should have performed the work to categorize expenses as work performed by owner. **No labor or salaries can be paid under work performed by owner.**

➤ Allowable SCIF Purchases

According to Section 40.1(f) of the 2021 Appropriations Act any items purchased with SCIF funds must meet one the following criteria:

- *Have a useful life of at least 10 years, or*
- *Extend the life of the facility by at least 10 years once renovated or rehabilitated.*

Common Issues(continued)



➤ Unidentified funds

Cannot be included as part of project cost in the 2-16/2-17 form. Colleges are only allowed to show in 3-1 to show SCO as expected funds.

➤ Incorrect fund source assignment

If Local fund source is used for reimbursement instead of State fund or vice versa you can make correction by sending the correction in next request tab.

➤ In the example below in 1st screenshot \$326,100.00 should have been reimbursed from State fund instead of Local fund. You can make correction in the next request Tab as show 2nd screen shot.

1.

Sources of Funds	TOTAL:	1,200,000.00	326,300.00		567,915.00	632,085.00	0.00
	Percent of Total Project						
(A) LOCAL FUNDS	58.33%	700,000.00	326,100.00	100,000.00	426,100.00	273,900.00	0.00
(B) STATE EQUIPMENT	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
(C) STATE GRANTS	41.67%	500,000.00	200.00	141,615.00	141,815.00	358,185.00	0.00

2.

Sources of Funds	TOTAL:	1,195,000.00	0.00		567,915.00	627,085.00	0.00
	Percent of Total Project						
(A) LOCAL FUNDS	58.16%	695,000.00	(326,100.00)	426,100.00	100,000.00	595,000.00	0.00
(B) STATE EQUIPMENT	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
(C) STATE GRANTS	41.84%	500,000.00	326,100.00	141,815.00	467,915.00	32,085.00	0.00

STATUS OF STATE BD. OF COMM. COLLEGES' GRANT		ISSUED	DATE:	LOCAL FUNDING SHARE:	
1(Col.1C) TOTAL STATE GRANT	500,000.00			1(Col.4A) LOCAL EXPENDED-TO-DATE	100,000.00
2(Col.4C) EXPENDED TO DATE	467,915.00			2(Col.6A) AMT. DUE & UNPAID	0.00
3) BALANCE OF GRANT	32,085.00			TOTAL:	100,000.00
College Name	NC Community College System			3) LESS: AMT. REC'D-TO-DATE	426,100.00
Project Name	Caswell Building Renovation			4) THIS REQUEST FOR FUNDS	(326,100.00)
Project #	3206				
Request #	3			STATE BOARD OF COMM. COLLEGES' SHARE	
				1(Col.4C) STATE EXPENDED-TO-DATE	467,915.00
				2(Col.6C) AMT. DUE & UNPAID	0.00
				TOTAL:	467,915.00
				3) LESS: AMT. REC'D-TO-DATE	141,815.00
				4) THIS REQUEST FOR FUNDS	326,100.00

Old Project Pending Closeout

- Any projects that contain State funds must document all expenditures via 2-16/2-17 prior to close-out by 3-1. (Do not stop sending request for reimbursements once state funds are expended.)
- If all the expenditures are entered in Interscope Financial → Expenditure tabs, for local funds reimbursement you may simply list payee and see Interscope with total amount paid to make this process easier for colleges. No invoices are required.
- If no expenditures are entered in the Interscope you would need to complete the request for reimbursements form and send the invoices.

Good Practice

- Review contract amount, Contract paid to-date amount and Balance to finish amount in the Pay App or the invoice. The amounts should always agree with Column (2), Column (4) and Column (5) in the 2-16 form.

Project Cost - Expenditures/Unpaid Balances						
Cost Item	Account Name	Column (1) Total Project Cost as Per Contract	Column (2) Expenditures Paid Current Month/Qtr.	Column (3) Previous Project Expenditures	Column (4) Expenditures To Date	Column (5) Unpaid Balance of Total Project Cost
1	Land/Site Grading & Improv	0.00	0.00	0.00	0.00	0.00
2	W.C. Construction	1,036,000.00	23,175.91	956,022.28	979,198.19	56,801.81
3	LS3P	142,800.00	0.00	135,660.00	135,660.00	7,140.00

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$ 1,036,000.00
2. NET CHANGE BY CHANGE ORDERS	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2).....	\$ 1,036,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G On Detail Sheet).....	\$ 1,030,735.00
5. RETAINAGE:	
a. <u>5.00%</u> of Completed Work: (Columns D + E on Detail Sheet)	\$ 51,536.81
b. <u>0.00%</u> of Stored Material: (Column F on Detail Sheet)	\$ 0.00
Total Retainage (Line 5a + 5b or Total in Column I of Detail Sheet).....	\$ 51,536.81
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 979,198.19
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 956,022.28
8. CURRENT PAYMENT DUE	\$ 23,175.91
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 56,801.81

NC COMMUNITY COLLEGES

CREATING SUCCESS



CAPITAL CONTACT INFORMATION:

Reimbursements:

cireimbursements@nccommunitycolleges.edu

Capital Improvements Projects:

ciprojects@nccommunitycolleges.edu

Questions on funding, training, emergencies, SCO, Interscope, legislative:

cifinance@nccommunitycolleges.edu

Annual Reports:

annualreports@nccommunitycolleges.edu

Thank you

Sona Nyaichyai

Capital Funds Accountant

Snyaichyai@nccomunitycolleges.edu

**NC COMMUNITY
COLLEGES**
CREATING SUCCESS

NC COMMUNITY COLLEGES

CREATING SUCCESS

Capital
Upcoming
Changes

Moving to Service Now

Good Afternoon, Angela!

How can we help?



Knowledge Base

Browse support documentation



Get Help

Contact support to make a request, or report a problem



Request Something

Browse the catalog for services and items you need



Information Technology Requirements Oversight Council (IROC) Priorities

View the IROC backlog items



ADVANSYS Incidents

View ADVANSYS incidents by College



Training

Browse, register for class, view/cancel class registration, view roster etc.



Information Technology Review Board (ITRB) Priorities

View the ITRB backlog items



Destiny One Incidents

View Destiny One incidents by College



Capital Construction Projects

Submit and view for Capital Construction Projects

Capital Construction Projects Homepage



Capital Construction Projects > Capital Construction Projects



NC COMMUNITY COLLEGES

Capital Construction Projects



New Capital Construction Projects (3-1)

Request approval for new capital construction projects.



Amendments to Capital Construction Projects

Request approval for capital project amendments.



Reimbursements for Capital Construction Projects

Request capital projects reimbursement (2-16/2-17).




Dashboard and Reports

View Capital Construction Projects

New Project Dashboard



Capital Construction Projects > **New Capital Projects**



New Project Request

Click here to request approval for a new project.

Open Projects

☰ NCCCS Capital Projects

Clear search

No records in NCCCS Capital Projects using that filter

Closed Projects

☰ NCCCS Capital Projects

Clear search


No records in NCCCS Capital Projects using that filter

New Project Approval Request

Home > New Capital Projects Approval Request (3-1) Search

New Capital Projects Approval Request (3-1)

Request approval for new capital improvement projects.



Submit approval requests for a new project by a college.
(3-1 form)

* Indicates required

* Prepared by: Angela Dorman x v

* Contact Number:

* Project Name:

NCCCS Project No.:

* Campus:

* County:

I. TYPE OF PROJECT:

* Type of Project:

Type of Project:

Type of Project:

Type of Project:

II. DESCRIPTION OF PROJECT:

* Project Description:

Property

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property*

*Provide the System Office a copy of lease that meets criteria as addressed in Capital Improvement Manual.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B)	Subtotal "A"
<input type="text"/>	0.00

2-16/2-17 Reimbursement Request

Capital Projects Reimbursement Request (2-16/2-17)
Request state funds for capital improvement projects.

Submit reimbursement requests for a project by a college.
(2/16 and 2/17 forms)

Indicates required

Requested Date
04/10/2026

Project Information

* Requested by
Angela Dorman

College Name
NC Community College System

* Project Name

Project Number

Project Description

Comments

Expense Details

Add Remove All

Actions	Date	Invoice Number	Payee	Cost Item	Check Number	Purchase Order Number	Amount	File name
No data to display								


Total Amount
0.00

Upload all invoices as attachments using the **paperclip** at the bottom of the request form.
Please name files clearly (e.g., "Invoice for Check #1234") so they can be associated with the correct expense line.

Back-end dashboard view

Capital Construction Projects

3-1 2-16/2-17



NC COMMUNITY COLLEGES
Capital Construction Projects

Open New Projects

1

Open Project Amendments

0


Number	Created	NCCCS Project No.	Project Name	Prepared by	College	Campus	State
PROJ0001060	02/03/2026 14:13:59	4	test 88	Sarah Gaither	NC Community College System	1004 Beaufort County CC - Main Campus	New

1 to 1 of 1

Group by -- None --

Open Project Amendments

Number



No records to display

2026 Spring ACCBO Conference

Thank you

Angela Dorman

Director, Capital Finance and Planning
dormana@nccommunitycolleges.edu

