

## PSC AGREEMENT

<i>If Entered by D&amp;C</i>	
WHO:	WHAT:
UPL/Coordinator	Enters data in Aim, run report, attach as related doc
Project Support	review related docs
AD DESIGN	review related docs
DIR DESIGN	review related docs
Executive Dir	review related docs
Project Support/AVP	prints routing sheet, delivers to AVP, wet signature from AVP
Financial Services	wet signature from Bob or Fan
PPS Review	
project support/Consultant Review	Project support sends contract to consultant for review. Awaits return
Requisition	project support prepares req in AiM & provides backup to Financial Services
Await PO	Financial Services approves req in Banner, waits for PO to be issued, and changes status to Awarded
Awarded	EMAIL Notification

<i>If Entered by OUA:</i>	
WHO:	WHAT:
UPL/Coordinator	Enters data in Aim, run report, attach as related doc
Project Support	review related docs
AD DESIGN	review related docs
UNIV Architect	review related docs
Project Support/AVP	prints routing sheet, delivers to AVP, wet signature from AVP
Financial Services	wet signature from Bob or Fan
PPS Review	
project support/Consultant Review	Project support sends contract to consultant for review. Awaits return
Requisition	project support prepares req in AiM & provides backup to Financial Services
Await PO	Financial Services approves req in Banner, waits for PO to be issued, and changes status to Awarded
Awarded	EMAIL Notification

**OA AGREEMENT**

<i>If Entered by D&amp;C</i>	
WHO:	WHAT:
UPL/Coordinator	Enters data in Aim, run report, attach as related doc
Project Support	review related docs
AD DESIGN	review related docs
DIR Design	review related docs
project support/Consultant Review	Project support sends contract to consultant for review. Awaits return
Exec Dir	review related docs
proj support/AVP	prints routing sheet, delivers to AVP, wet signature from AVP
project support	scan in signed contract, prepare req, deliver hard copies to fin services
Prep Requisition	project support prepares req in AiM & provides backup to Financial Services
Await PO	Financial Services approves req in Banner, waits for PO to be issued, and changes status to Awarded
Awarded	EMAIL Notification

<i>If Entered by OUA</i>	
WHO:	WHAT:
UPL/Coordinator	Enters data in Aim, run report, attach as related doc
Project Support	review related docs
AD DESIGN	review related docs
project support/Consultant Review	Project support sends contract to consultant for review. Awaits return
UNIV Architect	review related docs
proj support/AVP	prints routing sheet, delivers to AVP, wet signature from AVP
project support	scan in signed contract, prepare req, deliver hard copies to fin services
Prep Requisition	project support prepares req in AiM & provides backup to Financial Services
Await PO	Financial Services approves req in Banner, waits for PO to be issued, and changes status to Awarded
Awarded	EMAIL Notification



**PSPO AGREEMENT**

<i>If Entered by D&amp;C</i>		
STATUS:	WHO:	WHAT:
REQUESTED	UPL/Coordinator	Enters data in Aim, run report, attach as related doc
PRJ SUPPORT REVIEW	Contract Specialist	Review PSPO for accuracy
AD REVIEW	AD DESIGN	review related docs
DIR DESIGN REVIEW	DIR DESIGN	review related docs
EXEC DIR REVIEW	Executive Dir	review related docs
PRJ SUPPORT FINALIZE	Project Support	If < 10,000 change status to, PREP REQUISITION. If > 10,000 print related documents, prepare routing sheet, change status to AVP review, and deliver hard copies to AVP
AVP REVIEW	Project Support	Await return of hard copies from AVP
PREP REQUISITION	Project Support	Prepare Requisition in Banner, print and attach supporting documentation, deliver to Fin Services
REQUISITION	Financial Services	Review Requisition in Banner, send to PPS for issuance of PO and respond to workflow
AWAIT PO	Financial Services	Wait for issuance of PO. Place PO number in reference field on contract screen. Change status to AWARDED
AWARDED		EMAIL Notification

<i>If Entered by OUA:</i>		
STATUS:	WHO:	WHAT:
REQUESTED	UPL/Coordinator	Enters data in Aim, run report, attach as related doc
PRJ SUPPORT REVIEW	Contract Specialist	Review PSPO for accuracy
AD REVIEW	AD DESIGN	review related docs
UNIV ARCH REVIEW	University Architect	review related docs
PRJ SUPPORT FINALIZE	Project Support	If < 10,000 change status to, PREP REQUISITION. If > 10,000 print related documents, prepare routing sheet, change status to AVP review, and deliver hard copies to AVP
AVP REVIEW	Project Support	Await return of hard copies from AVP
PREP REQUISITION	Project Support	Prepare Requisition in Banner, print and attach supporting documentation, deliver to Fin Services
REQUISITION	Financial Services	Review Requisition in Banner, send to PPS for issuance of PO and respond to workflow
AWAIT PO	Financial Services	Wait for issuance of PO. Place PO number in reference field on contract screen. Change status to AWARDED
AWARDED		EMAIL Notification

**NOTE: Only wet signature will be Dan. Jim/Scott approving electronically**

## CM AGREEMENT

*Doesn't matter who enters...*

STATUS:	WHO:	WHAT:
REQUESTED	UPL/Coordinator	Enters data in Aim, run report, attach as related doc
PRJ SUPPORT REVIEW	Contract Specialist	Review PSPO for accuracy
INITIAL REVIEW	AD CONSTR, DIR CONSTR, AD DESIGN, UNIV ARCHITECT	review related docs
EXEC DIR REVIEW	Executive Dir	review related docs
CONSULTANT REVIEW	Project Support	Print out contract & other required docs, send to consultant. When contract is received, check for accuracy, check out previous version and upload new version
CONTR SIGNATURES	Project Support	Prepare routing document, deliver hard copies to AVP. Await return of hard copies from AVP
PREP REQUISITION	Project Support	Prepare Requisition in Banner, print and attach supporting documentation, deliver to Fin Services
REQUISITION	Financial Services	Review Requisition in Banner, send to PPS for issuance of PO and respond to workflow
AWAIT PO	Financial Services	Wait for issuance of PO. Place PO number in reference field on contract screen. Change status to AWARDED
AWARDED		EMAIL Notification

\*PARALLEL WORKFLOW, THEY ALL RECEIVE AT ONCE