PSC AGREEMENT

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

If Entered by OUA:		
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	
	prints routing sheet, delivers to AVP, wet signature from	
Project Support/AVP	AVP	
Financial Services	wet signature from Bob or Fan	
PPS Review		
	Project support sends contract to consultant for review.	
project support/Consultant Review	Awaits return	
	project support prepares req in AiM & provides backup to	
Requisition	Financial Services	
	Financial Services approves req in Banner, waits for PO to	
Await PO	be issued, and changes status to Awarded	
Awarded	EMAIL Notification	

OA AGREEMENT

OA AGREEMENT			
If Entered by D&C			
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 sends contract to consultant for review.		
project support/Consultant Review	Awaits return		
Exec Dir	review related docs		
	prints routing sheet, delivers to AVP, wet signature from		
proj support/AVP	AVP		
	scan in signed contract, prepare reg, deliver hard copies		
project support	to fin services		
Prep Requisition	project support prepares req in AiM & provides backup to Financial Services		
riep nequisition	Financial Services approves reg in Banner, waits for PO		
Await PO	to be issued, and changes status to Awarded		
Awarded	EMAIL Notification		

WHAT:
Enters data in Aim, run report, attach as
related doc
review related docs
review related docs
Project support sends contract to consultant
for review. Awaits return
review related docs
prints routing sheet, delivers to AVP, wet
signature from AVP
scan in signed contract, prepare reg, deliver
hard copies to fin services
project support prepares req in AiM & provides
backup to Financial Services
Financial Services approves reg in Banner,
waits for PO to be issued, and changes status
to Awarded

PSPO AGREEMENT

If Entered by D&C			
STATUS:	WHO:	WHAT:	
		Enters data in Aim, run report, attach as	
REQUESTED	UPL/Coordinator	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	
		If < 10,000 change status to, PREP	
		REQUISITION. If > 10,000 print related	
		documents, prepare routing sheet,	
		change status to AVP review, and deliver	
PRJ SUPPORT FINALIZE	Project Support	hard copies to AVP	
AVP REVIEW	Project Support	Await return of hard copies from AVP	
7.01 11.21.210	тојесе варроте	Prepare Requisition in Banner, print and	
		attach supporting documentation,	
PREP REQUISITION	Project Support	deliver to Fin Services	
THE REGUISITION	ттојесе зарроте	Review Requisition in Banner, send to	
		PPS for issuance of PO and respond to	
REQUISITION	Financial Services	workflow	
		Wait for issuance of PO. Place PO	
		number in reference field on contract	
AWAIT PO	Financial Services	screen. Change status to AWARDED	
AWARDED		EMAIL Notification	

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	
		Prepare Requisition in Banner, print and attach supporting	
PREP REQUISITION	Project Support	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	

If Entered by OUA:

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

CM AGREEMENT

Doesn't matter who enters...

STATUS:	WHO:	WHAT:
		Enters data in Aim, run report, attach as
REQUESTED	UPL/Coordinator	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
		Print out contract & other required docs, send to consultant. When contract is received, check for accuraacy, check out
CONSULTANT REVIEW	Project Support	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