

Project Estimate Worksheets Procedures

ALL PROJECTS

The funding authority will be the person with the authority over the account being used to fund the project. If the account is a Center account, the Center Director shall approve. If the account is for a state-funded capital account, Shawn Tibor shall approve. If the account is a REC-AO account, the REC Director shall approve. Approval will be done electronically by completing the appropriate person's name and sending the attachment from the approver's email account.

ALL PROJECTS REQUIRING A CONSTRUCTION CONTRACT

Transmit the PEW to Luzanne Martin so that she can assign a project number to the project. Funding approval must be made prior to transmittal to Luzanne.

COPIES

Luzanne Martin and Shawn Tibor shall get copies on all PEWs requiring a construction contract. Amy (or Amy's replacement) will be copied on all PEWs. The listed project manager, Center Office Manager, Center Director, REC Director and anyone else copied with the original transmittal of the PEW shall be copied.