IFP APPROVAL REQUEST

Date Request Prepared: College, Unit Name

Signature of VP or Dean Requesting Approval: _____________________________

Name: _____________________________

For Consultants with Spending Greater than $50,000

Name of consultant: Expected total cost:

Fund from which payment is to be made, including if general, restricted, earnings or plant funds:

Purpose of consultant’s work (be specific):

Benefit expected from use of consultants (be specific, including measures, metrics, dollars, etc.):

Impact if the use of the consultant was deferred:

Attach scope of work documentation (e.g. Powerpoint, drafted agreement, etc.)

Projects with Capital Expenditures > $500,000, Including Equipment

Project Description:
Expected total cost:

Fund from which payment is to be made, including if general, restricted, earnings or plant funds, debt or state funds (if mixed funding sources, please specify portion from each):

Purpose of the project (be specific):

Benefit expected from the project (be specific, including measures, metrics, dollars, etc.):

Impact if the project was deferred:

Attach materials that describe and explain the project in greater detail

This completed form and accompanying materials should be forwarded to Kathy Dillow in Business and Finance, Bricker Hall
Facilities Improvement Project
Approval Form for FDC

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<tr>
<th>Submittal:</th>
<th>Approval Requested (check all that apply):</th>
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<tbody>
<tr>
<td>FDC/FOD/B&amp;F/A&amp;P Approval (less than $4M)</td>
<td>□ Professional Services (including Construction Manager)</td>
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<tr>
<td>Interim/Emergency BoT Approval ($4M+)</td>
<td>□ Construction</td>
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<td>□ Increase Enter % increase</td>
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<tr>
<th>Project Change Approval Requested (check all that apply):</th>
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<tr>
<td>□ Budget/Funding Change</td>
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<tr>
<td>□ Scope Change</td>
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Project # and Name: Enter Project # Enter Project Name

Project Manager: Enter Project Manager

Total Budget: Enter Total Budget

Project Description/Explanation (500 character limit):
Enter brief project description or explanation of project increase/project change

Additional Project Description sheet attached

FIPSA Checklist

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<th>Yes</th>
<th>N/A</th>
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Professional services firm(s) will be selected from the list of pre-qualified firms
Signed Estimate Letter or other funding approval attached
Budget breakdown attached or, for Increase, revised budget breakdown attached
Required milestones entered in NetLink

Project Change Checklist

Complete | N/A |
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Summary of affected projects and changes requested provided
Revised budget breakdowns for all affected projects attached
NetLink milestones for all affected projects updated

FDC Approvals

Director of Projects, Design and Construction

Ken Wayman, Sr. Director, FDC

FOD/B&F/A&P/BoT Approvals (Projects over $1M)

Mary Lynn Readey, AVP, FOD

Geoffrey S. Chetas, Sr. VP, Business and Finance/CFO

Jeff Kaplan, Sr. VP, Administration and Planning and Special Assistant to the President

Robert H. Schottenstein, Chair, Fiscal Affairs Committee, BoT

1Less than $200K  2$200K to $1M  3Greater than $1M to < $4M  4Greater than $4M (Interim/emergency approval)