

## 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



<b>Submittal:</b> <input type="checkbox"/> FDC/FOD/B&F/A&P Approval (less than \$4M) <input type="checkbox"/> Interim/Emergency BoT Approval (\$4M+)	<b>Approval Requested (check all that apply):</b> <input type="checkbox"/> Professional Services (including Construction Manager) <input type="checkbox"/> Construction <input type="checkbox"/> Increase <u>Enter % increase</u>
<b>Project Change Approval Requested (check all that apply):</b> <input type="checkbox"/> Budget/Funding Change <input type="checkbox"/> Scope Change	
<b>Project # and Name:</b> Enter Project #    Enter Project Name	
<b>Project Manager:</b> Enter Project Manager	<b>Total Budget:</b> Enter Total Budget
<b>Project Description/Explanation (500 character limit):</b> Enter brief project description or explanation of project increase/project change	

Additional Project Description sheet attached

**FIPA Checklist**

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

**Project Change Checklist**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| Complete                 | N/A                      |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Summary of affected projects and changes requested provided  |
| <input type="checkbox"/> | <input type="checkbox"/> | Revised budget breakdowns for all affected projects attached |
| <input type="checkbox"/> | <input type="checkbox"/> | NetLink milestones for all affected projects updated         |

**FDC Approvals**

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

Director of Projects, Design and Construction <sup>1,2,3,4</sup> Date	Mary Lynn Readey, AVP, FOD <sup>3,4</sup> Date
Ken Wayman, Sr. Director, FDC <sup>2,3,4</sup> Date	Geoffrey S. Chatas, Sr. VP, Business and Finance/CFO <sup>3,4</sup> Date
	Jeff Kaplan, Sr. VP, Administration and Planning and Special Assistant to the President <sup>3,4</sup> Date
	Robert H. Schottenstein, Chair,      Date Fiscal Affairs Committee, BoT <sup>4</sup>

<sup>1</sup>Less than \$200K    <sup>2</sup>\$200K to \$1M    <sup>3</sup>Greater than \$1M to < \$4M    <sup>4</sup>Greater than \$4M (interim/emergency approval)