

If you approve the entire JOC proposal package for the subject project, the below steps need to be completed in order for Contract Administration to enter the project into the formal tririga approval path.

1. Sign/date approved proposal
2. Complete commitment request in tririga – **Use exact amount of proposal and remember to include start, substantial, and final completion dates. ALL JOC Projects should use the 830/General Object Class Code regardless of discipline.**
3. Print out NPP(non pre-priced information and backup)
4. Print out completed drawing/detailed scope of work log v.10/2016(**The bottom section needs completed by both the PSU project and the professional**)
5. If applicable, print out proposal review comment log
6. If applicable, print out project schedule
7. If this is a change order and the completion dates have changed, revise both the substantial and final completion dates in tririga
8. **Return signed proposal and supporting documentation(NPP backup, drawing/detailed scope of work log, proposal review comment log, schedule) to me. PLEASE KEEP PAGES SINGLE SIDED AND REMOVE ALL STAPLES.**