

**PROJECT MANAGEMENT AND CONSTRUCTION SERVICES
DOCUMENT APPROVAL LEVELS (JULY 12, 2008)**

Document	Manager or Senior Project Manager Approval Required	Associate Director Approval Required	Director Approval Required
Estimate Review and Routing Slip (Blue)	Yes	Yes	> \$500,000
Interim Review Routing Slip (Purple) (To be used on projects >\$100,000)	Yes	No	No
Final Design Routing Slip - Contract (Red)	Yes	> \$100,000 TPC	Yes
Final Design Routing Slip - JOC (Red)	Yes	> \$100,000 TPC	Yes
Final Design Routing Slip - Shops (Red)	Yes	> \$25,000 TPC	No
Funding Request (Pink)	> \$50,000 TPC All ADA	>\$100,000 TPC All ADA	> \$500,000 TPC All ADA
	Note: PMCS Director requires monthly summary of R&R project funding in lieu of seeing R&R funding requests.		
Material and Equipment Form (Blue/Electronic Submission)	No	No	No
Supplemental Work Order (White)	No	No	No
Supplemental Work Order (Shops Change Order)	Yes	No	No
Equipment Add-Delete-Modification Log	With final design	With final design	With final design
Client Sign Off Sheet	With final design	With final design	With final design
Parking Request	With final design	With final design	With final design