

PLANNING, DESIGN & CONSTRUCTION

FINANCE & ADMINISTRATION

APPROVER TUTORIAL PROJECT INITIATION FORM PAGE 1

10 STEPS TO APPROVE OR DENY A PROJECT INITIATION REQUEST

AFTER REVIEWING, GO TO PAGE 3, SECTION E TO SIGN AND APPROVE OR DENY.

1. CLICK HERE TO BEGIN SIGNING

E. PROJECT APPROVALS (signatures not required for Gran	t Assistance)
Requestor should enter the applicable names and The Approvals below indicate fiduciary responsibility	email completed digital form for electronic signature. for this project using the account number provided above.
Academic Colleges, Departments & Units must route	to EVP/Provost for signature before sending to EVP/CAO
Business Manager / Cost Center Manager	
Printed Name	Electronic Signature After reviewing, either sign and click the Approve button below or click the Deny button below.
Dean / Director / Comptroller	
Printed Name	Electronic Signature* After reviewing, either sign and click the Approve button below or click the Deny button below.
Executive Vice President & Provost	,,,,,,
Roy Haggerty	and a second
Printed Name	Electronic Signature After reviewing, either sign and click the Approve button below or click the Deny button below.
Executive Vice President & Chief Administrative Officer	
Kimberly J. Lewis	
Printed Name	Electronic Signature* After reviewing, either sign and click the Approve

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APPROVER TUTORIAL PROJECT INITIATION FORM PAGE 2

A WINDOW WILL POP FOR YOU TO CHOOSE WHICH SIGNATURE YOU'D LIKE TO USE



Sign as "Amy Loe"	× ANOTHER WINDOW WILL POP UP FOR YO TO ENTER YOUR PASSWORD TO SIGN	OU
Appearance Standard Text	Digitally signed by Amy Loe	
Loe	Date: 2024.08.12 13:28:10-05'00'	
Review document content that	Nay affect signing Review 5. CLICK THE "SIGN" BUTTON	

7. CLICK SAVE.

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APPROVER TUTORIAL PROJECT INITIATION FORM PAGE 3

A WINDOWS EXPLORER WINDOW WILL POP UP TO SAVE THE FORM.

RENAME THE FORM TO DIFFERENTIATE FROM THE ORIGINAL.

6. ENTER NEW NAME,

LSU	A Save A:				×
SCHEDULE REQUIREMENTS/CRITI	$\leftarrow \rightarrow \lor \uparrow $ $\stackrel{\frown}{=} « Amy >$	Website > Planning	& Design Documents v C	Search Planning & Desig	م , "in
esired Completion Date	Organize 🔻 New folder			=	• ?
Other	🔁 Gallery		Name	Date mpdified	Туре
PROJECT FUNDING			contractor_business_map	1/23/2024 3:35 PM	Adobe.
ccount Number*			designer_closeout_checklist	6/27/2014 11:23 AM	Adobe.
FY End Funds expiring this current	Documents	*	linsurance requirements	12/13/2023 4:05 PM	Adobe.
Requestor should enter t	Download.	* '	Isu design quidelines	5/26/2028 9:30 AM	Adobe
The Approvals below indicat	Pictures	*		6/2/2023 11:05 AM	Adobe
usiness Manager / Cost Center Ma	🕖 Music	*		5/20/2021 2:26 DM	Adobe
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ecutive Vice President & Provost	File name: project_initiation_f	orm			~
nted Name	Save as type: Adobe PDF Files (*.)	pdf)			~
ecutive Vice President & Chief Ad					
Kimberly J. Lewis	∧ Hide Folders			Save	Cancel
	After reviewing, eit button below or	ther sign and click the Approve click the Deny button below.			

DO NOT CLOSE THE FORM DO NOT OPEN OUTLOOK TO ATTACH & SEND

LEAVE THE DOCUMENT OPEN & CLICK APPROVE OR DENY

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APPROVER TUTORIAL PROJECT INITIATION FORM PAGE 4

C. SCHEDULE REQUIREMENTS/CRITICAL DATES	NG, DESIGN & CONSTRUCTION
C. SCHEDULE REQUIREMENTS/CRITICAL DATES	
C. SCHEDULE REQUIREMENTS/ORITICAL DATES	FINANCE & ADMINISTRATION
Desired Completion Date Please se	ect any scheduling issues/requirements below
Semester Start/End Fiscal Year End	Semester Break Time of Day
Account Number*	Ausibble Funds*
FY End Funds expiring this current fiscal year	
E. PROJECT APPROVALS (signatures not required for Gra	ant Ascistance)
Requestor should enter the applicable names a The Approvals below indicate fiduciary responsibili	nd email completed digital form for electronic signature.
Academic Colleges, Departments & Units must rout	to to $EVP/Project$ for signature before conding to $EVP/$
Academic coneges, Departments & onits must rout	e to EVP/Provise for signature before sending to EVP/
Business Manager / Cost Center Manager	
	Amy Loe Digitally signed by Amy Loe Date: 2024.08.13 11:45:00-09
Printed Name	Electronic Signature
Dean / Director / Comptroller	button below or click the Deny button below.
beau / birector / comptioner	
Printed Name	Electronic Signature*
	button below or click the Deny button below.
Executive Vice President & Provost	20-00
Roy Haggerty	Electronic Signature
Printed Name	After reviewing, either sign and click the Approve
Executive Vice President & Chief Administrative Officer	button below of citck the beny button below.
Kimberly J. Lewis	20 Mil
	Electronic Signature*
Printed Name	After reviewing, either sign and click the Approve
Printed Name	After reviewing, either sign and click the Approve button below or click the Deny button below.

7. CLICK DENY OR APPROVE

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AN EMAIL ADDRESSED TO THE REQUESTOR WILL POP UP WITH THE RENAMED FORM ATTACHED

10. CLICK SEND AS USUAL AND YOU'RE DONE!

File Messa	age Insert	Options Forma	t Text Review	Help Acroba	t	
Paste 🗳	B I U	→ A^ A [*] <u> </u> → <u>A</u> → =		Address Check Book Names	 Q Attach File ✓ C Link ✓ M Signature ✓ 	Loc Compor
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Send	To Cc Bcc	<u>Amy H Loe</u>				
	Subject	Project initiation F	orm Approved			
PI Fo PIF 2 MB	orm Tutorial }	~				