

**BEFORE STARTING THE Request for Proposal PACKAGE,
BE SURE YOU HAVE THE FOLLOWING:**

BOARD OF REGENTS APPROVAL FOR YOUR PROJECT.

COST ESTIMATE OF PROJECT: _____

PROJECT: _____

PROJECT NO.: _____

PROJECT RFP NO.: _____

BUDGET NO.: _____

THE RFP DOCUMENTS HAVE BEEN REVIEWED AND APPROVED BY THE FOLLOWING PERSONNEL

PROJECT MANAGER: _____ Date: _____
All Administrative and Board of Regents approvals required by Board of Regents policy have been obtained.

FISCAL OFFICER: _____ Date: _____
Sufficient funding has been allocated.

CONTRACTING OFFICER: _____ Date: _____

DIRECTOR: _____ Date: _____

ADMINISTRATIVE ASSISTANT: _____ Date: _____
Documents are finalized, reviewed and converted to PDF for website upload.

AK PUBLIC ON LINE Date Submitted: _____

AEPLANS WEBSITE: Date Uploaded: _____

FP&C WEBSITE: Date Uploaded: _____