Site Modification Flow Chart

How Site Mods Flow Through the Approval Process

Site to obtain and complete an electronic site mod request &email to sitemodifications@tustin.k12.ca.us Request should include a funding source and account number.

Facilities/M & O will determine an estimated cost based on project needs. Facilities/M & O will respond to the site administrator. Site will determine if it has the available budget to proceed.

Facilities/M & O will present request to Chief Financial Officer. After consulting with Cabinet, CFO will determine if request is approved or denied. Facilities/M & O will notify site administrator of decision via email.

All contracted work will be managed by Facilities/M & O. Facilities/M & O will request a purchase request from the site

Once purchase order is processed, work will be scheduled by Facilities/M & O.

Once project is completed, inspected & approved, Facilities/M & O will sign off on invoices & send to accounts payable for processing

If M & O can perform work with in-house forces, M & O creates a work order and manages site mod. M & O will request a purchase request from the site

Once purchase order is processed, work will be scheduled by M & O.

Once project is completed, inspected & approved, M & O will sign off on invoices & send to accounts payable for processing

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