Supplemental Agreement Project Manager 1) Enter Supplemental data into PITS 2) Completes Designer Supplemental checklist 3) TSU Facilities AVP Approves **Project Manager** 1) Transmits Designer Supplemental and instructions 2) Enters offered date in Pits Designer 1) Reviews and sign counterparts 2) Sends to procurement Sign counterparts Certificate of insurance **Procurement** 1). Receives counterparts & attachments 2). Checks for errors and omissions 3). Enters received date 4). Creates routing memo. 5). Adds SBC-1 5) Routing memo, and 2 counterparts to Project manager. **Project Manager** 1). Reviews to ensure documents are complete and correct 2) Completes Designer Supplement checklist 3). Logs OK date into PITS 4). Initials Routing memo 5). Takes agreement to Director of P.D.C. for review and obtain initials on routing memo **Facilities AVP** 1). Reviews for compliance w/ statues, policies and contracting procedures 2). Signature added to agreement 30. Initials routing memo and forwards

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