OAKS
Capital Improvements

Approve Facility Assessor Pay Request

RPC Consultants

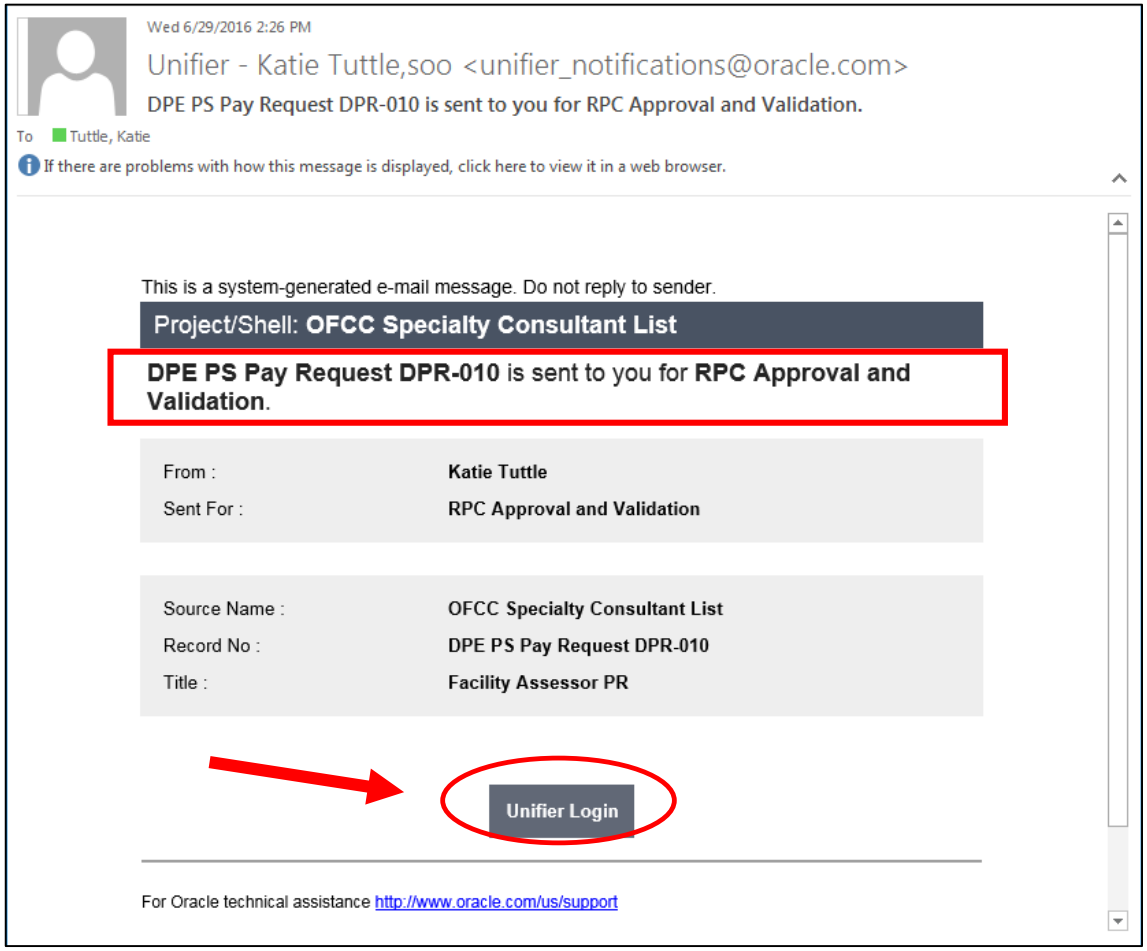
OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION

Workflow

Created by: Facility Assessor → Submitted to: RPC Approval → Sent to: Assessor Update (if necessary) → Sent to: OFCC Planner Approval → Sent to: OFCC Fiscal for Review → Sent to: OFCC for Payment Process

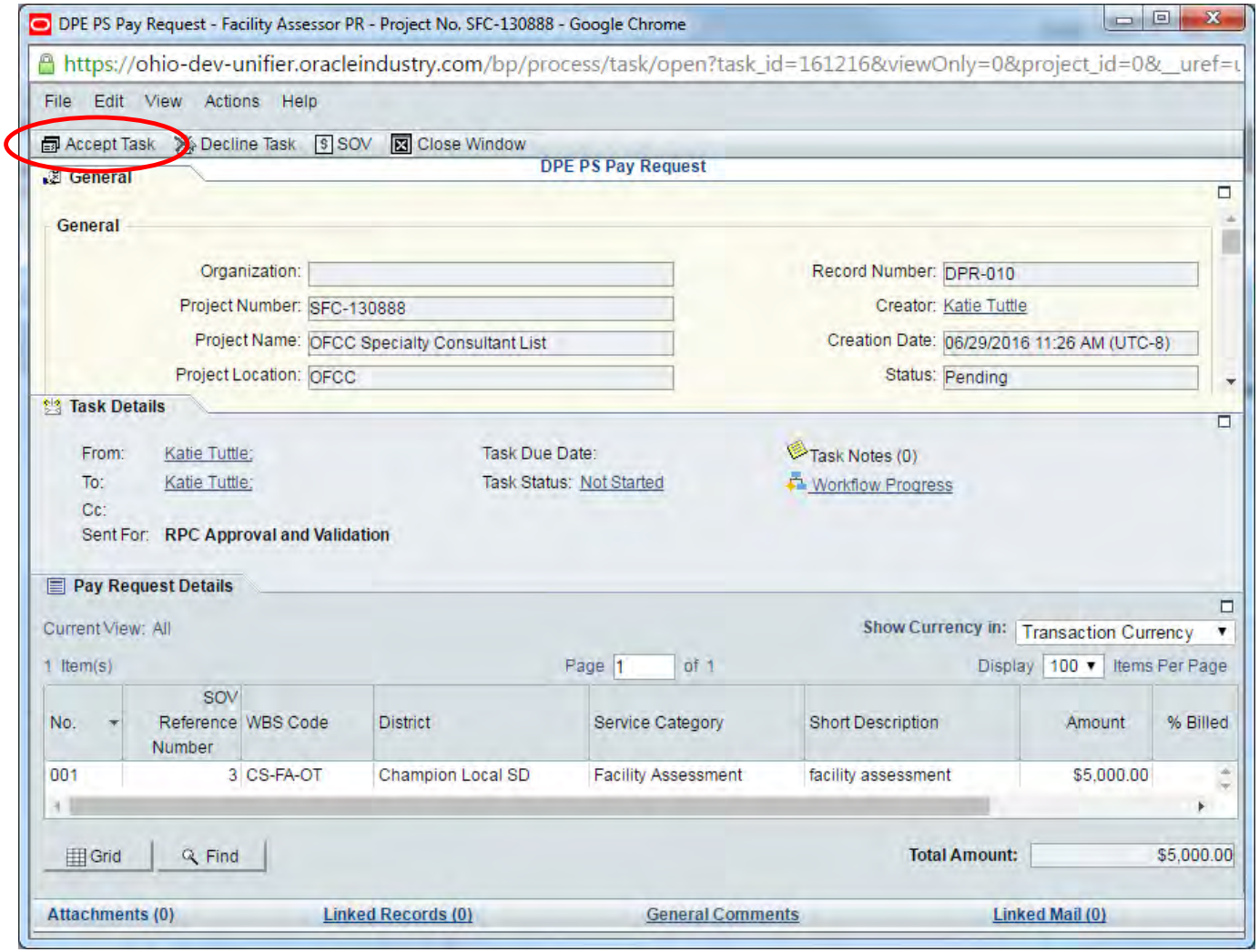
Receive an Email

- You will receive an email notification that you have a DPE PS Pay Request for Review
- Click the link provided to access the Task



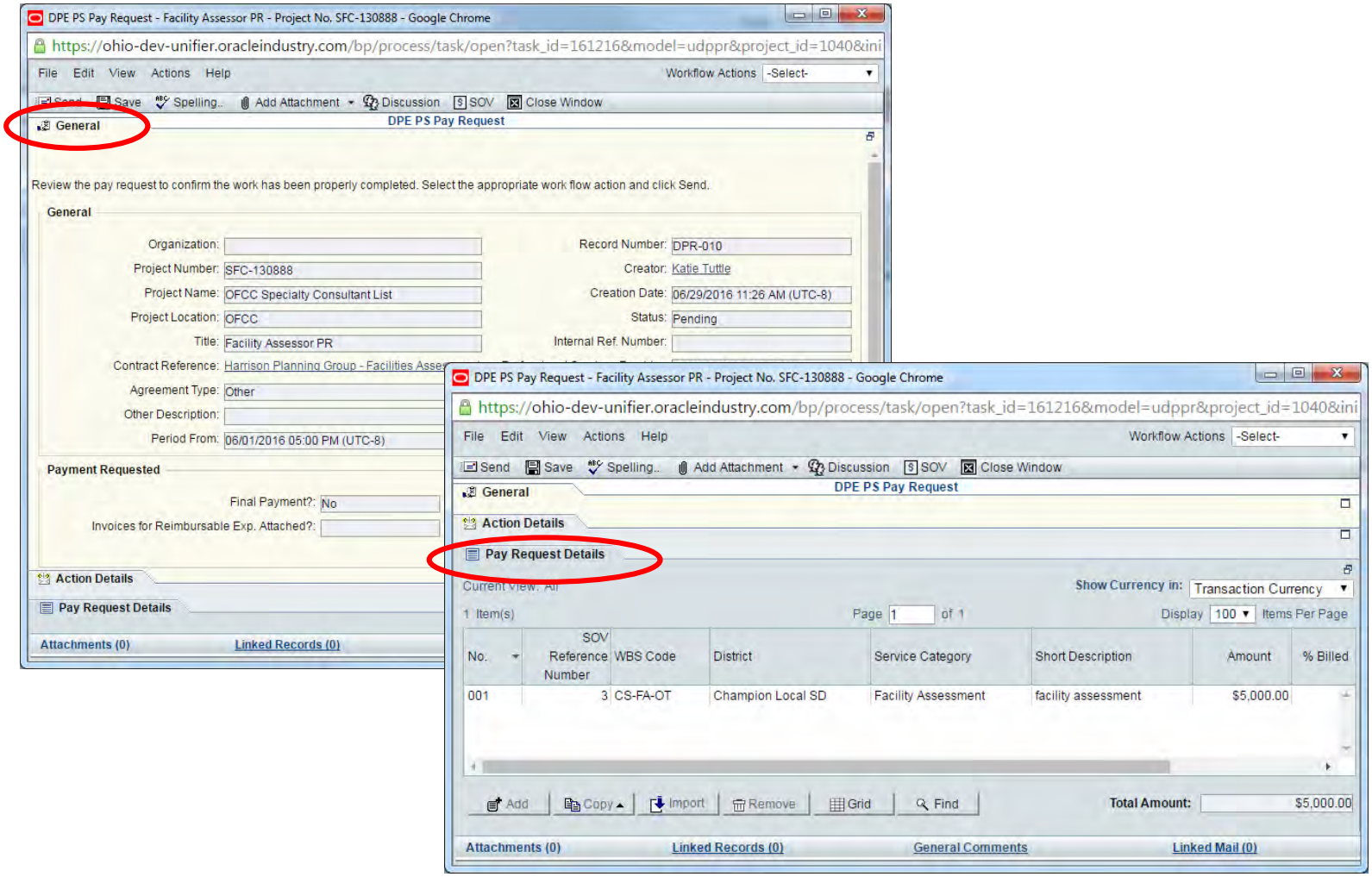
Task Action

- Click “Accept Task” button



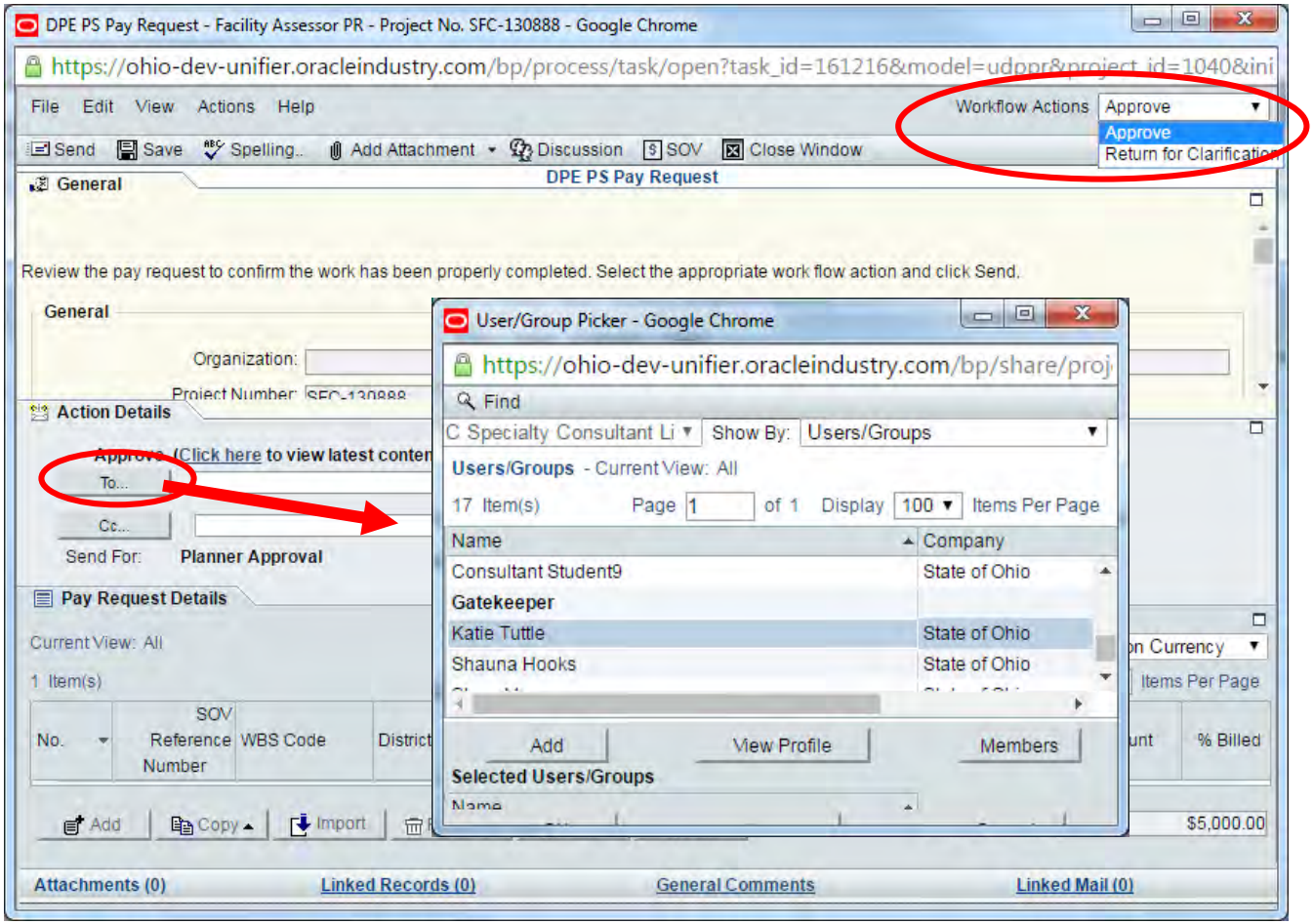
Review the Record

- Review the Upper and Lower forms of the Pay Request



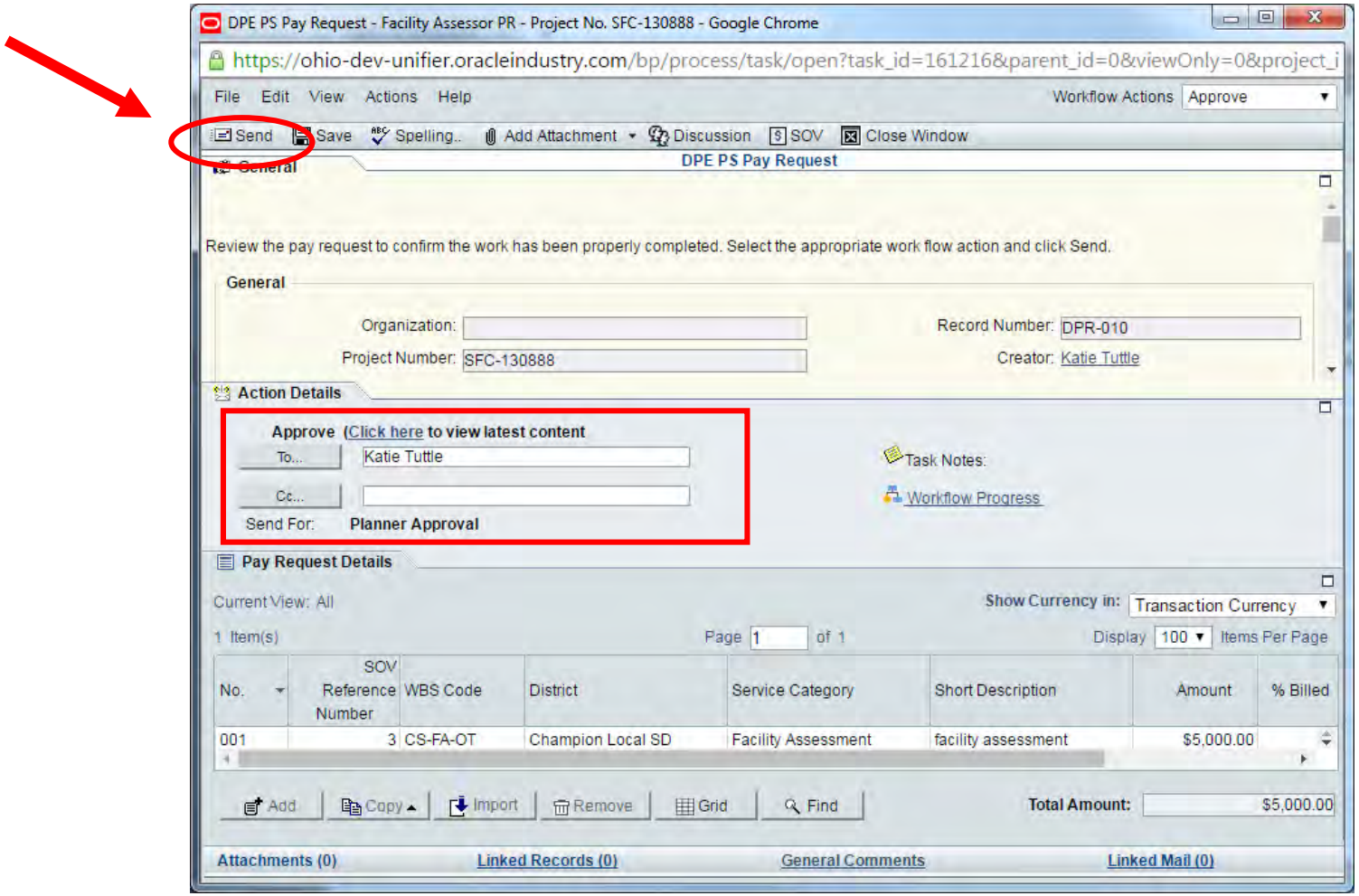
Approve the Pay Request

- If everything on the Pay Request record is correct, choose the Workflow Action: Approve
- Click the “To” box to choose the Planner you need to send the record to



Send the Pay Request

- The “To” box will populate with the recipient of the record
- Click Send



Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211