

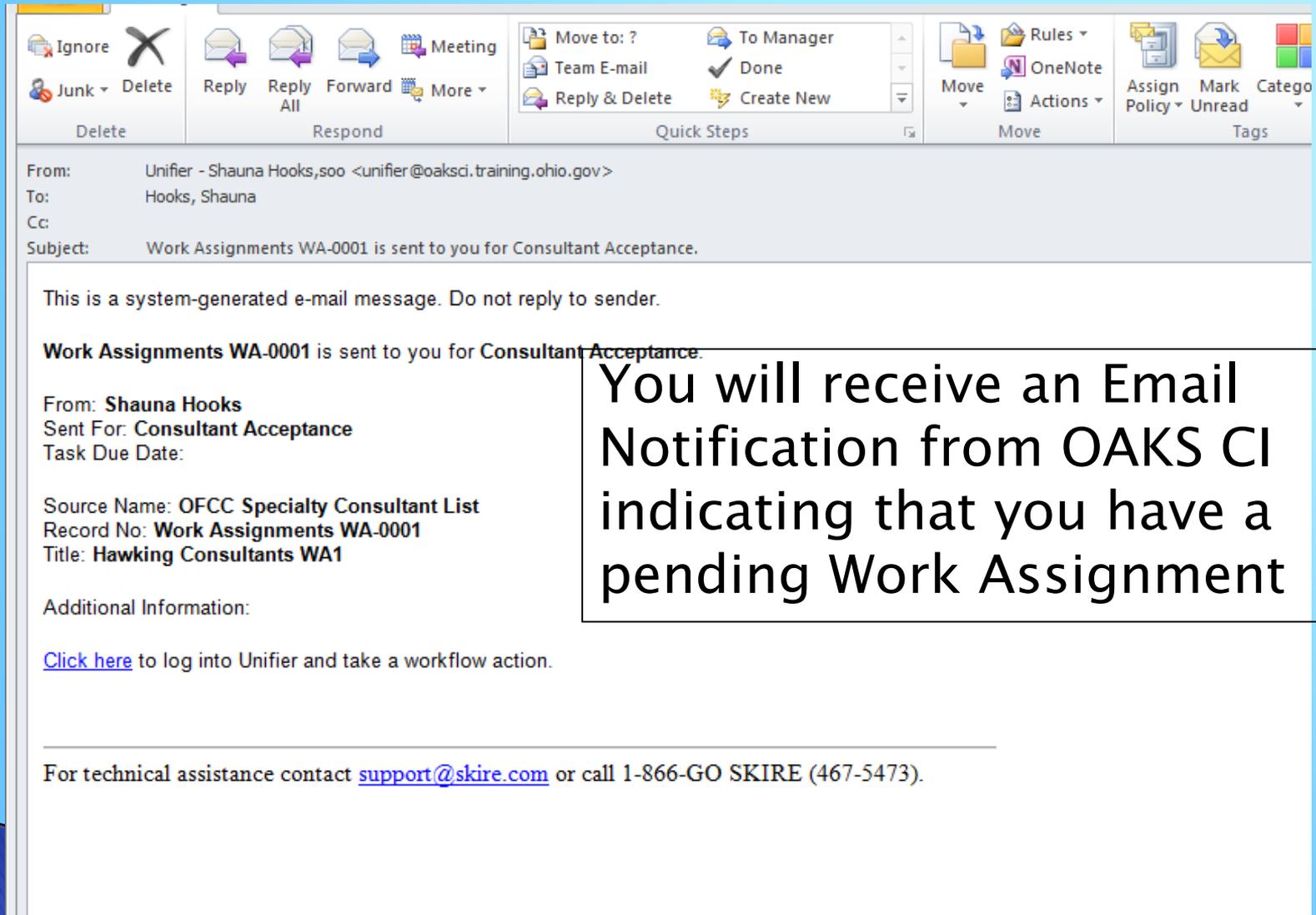
# OAKS CI

## Capital Improvements (Management System)

SFC-130888 DPE Consultant Process:

- Accepting a Work Assignment
- Creating an Application for Payment
- Uploading to Document Manager

# Task Notification



The screenshot shows an email client interface with a toolbar at the top containing various actions like Ignore, Delete, Reply, Forward, Meeting, Move to, To Manager, Done, Create New, Move, Rules, OneNote, Assign Policy, Mark Unread, and Tags. Below the toolbar, the email header shows the sender as Unifier - Shauna Hooks,soo <unifier@oaksci.training.ohio.gov> and the subject as Work Assignments WA-0001 is sent to you for Consultant Acceptance.

This is a system-generated e-mail message. Do not reply to sender.

**Work Assignments WA-0001 is sent to you for Consultant Acceptance.**

From: **Shauna Hooks**  
Sent For: **Consultant Acceptance**  
Task Due Date:

Source Name: **OFCC Specialty Consultant List**  
Record No: **Work Assignments WA-0001**  
Title: **Hawking Consultants WA1**

Additional Information:

[Click here](#) to log into Unifier and take a workflow action.

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For technical assistance contact [support@skire.com](mailto:support@skire.com) or call 1-866-GO SKIRE (467-5473).

You will receive an Email Notification from OAKS CI indicating that you have a pending Work Assignment

# Unifier Login

Open Internet Explorer  
Navigate To

<https://oaksci.ohio.gov>

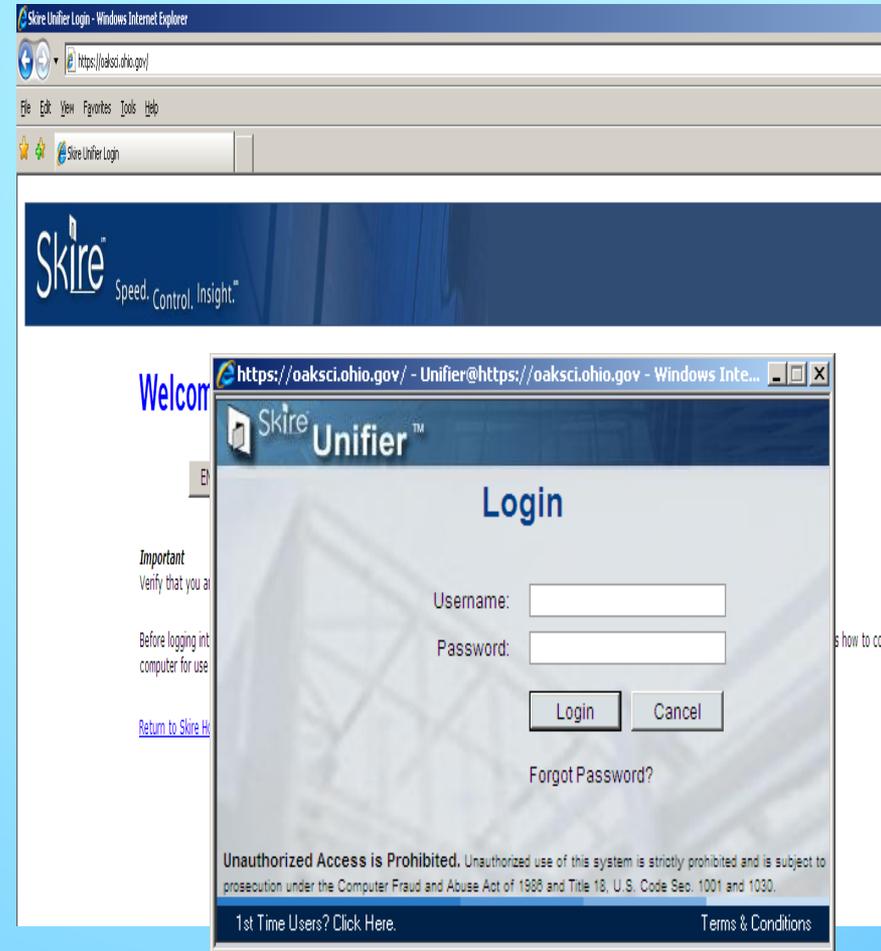
Username:

**your assigned user name**

Password:

**your assigned password**

Click 'Login'



The screenshot shows a Windows Internet Explorer browser window displaying the Skire Unifier Login page. The address bar shows the URL <https://oaksci.ohio.gov>. The page features the Skire logo with the tagline "Speed. Control. Insight." and a "Unifier™" header. The main content area is titled "Login" and contains the following elements:

- Important** section: "Verify that you are logged out of this system before logging into another computer for use." with a link to "Return to Skire Home".
- Username:**
- Password:**
- Login** and **Cancel** buttons.
- Forgot Password?** link.
- Unauthorized Access is Prohibited.** "Unauthorized use of this system is strictly prohibited and is subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18, U.S. Code Sec. 1001 and 1030."
- Footer: "1st Time Users? Click Here." and "Terms & Conditions".

# Cross Project Home Page

ORACLE Primavera Unifier Shauna Hooks (Last login: 11/24/2014 11:23 AM) Community Bookmarks Preferences Support Logout

Home Company Workspace Projects Agency Higher Ed

User Mode File Edit View Help

Home Tasks Messages Drafts uMail

File Edit View Help

New Open Find

**Choose Agency tab**

**Announcements**

**Items Requiring Your Attention:**

Tasks: 1179 Total, 966 New, 504 Late

Messages: 47 New

Draft Records: 332 New

uMails: 26 New

**Tasks or New uMails:**

Number	Name	Tasks	uMails	Company Name
WSU Test Proj	Wright State Test Project	1 Total, 1 New, 0 Late		
UCN-120001	UC Training	9 Total, 6 New, 0 Late		
SFC-130888	OFCC Specialty Consultant List	5 Total, 0 New, 0 Late		
OCI-120001	Agency General Functional Training	18 Total, 13 New, 15 Late	1 New	State of Ohio
OCI-100001	SAO Consultant List	322 Total, 310 New, 0 Late	3 New	State of Ohio
OCI-090004	OAKS CI Training 4	1 Total, 1 New, 0 Late		State of Ohio
OCI-090003	OAKS CI Training 3	5 Total, 2 New, 0 Late		State of Ohio
OCI-090001	Agency General Projects Test	2 Total, 2 New, 1 Late		State of Ohio
OCI-080002	OAKS CI Training 2	365 Total, 273 New, 175 Late	8 New	State of Ohio
OCI-080001	OAKS CI Training 1	392 Total, 304 New, 279 Late	13 New	State of Ohio
MUN-100001	Miami University Training Project	36 Total, 35 New, 28 Late	1 New	State of Ohio
KSU-090002	KSU Projects Test	10 Total, 10 New, 3 Late		State of Ohio
CLS-110001	Cleveland State Training Project	13 Total, 9 New, 3 Late		State of Ohio

**Projects with Active Tasks**

# Accepting a Work Assignment

# Acceptance

Home Company Workspace Projects

User Mode File Edit View Help

New Open Find

**Announcements:**  
Title: Sun Java Issue  
Please be aware that the high... will result in  
an error when you try to upload...

Title: Security Notification  
OAKS-CI is a State of Ohio co... n may subject  
violators to criminal, civil and/or administrative action

**Items Requiring Your Attention:**  
[Tasks](#): 285 Total, 263 New, 18 Late  
[Messages](#): 16 New  
[Draft Records](#): 52 New  
[uMails](#): 11 New

**Tasks or New uMails:**

Number	Name	Tasks	uMails	Company Name
OCI-100001	SAO Consultant List	249 Total, 242 New, 0 Late	2 New	State of Ohio
OCI-080002	OAKS CI Training 2	10 Total, 5 New, 3 Late	5 New	State of Ohio
OCI-080001	OAKS CI Training 1	26 Total, 16 New, 15 Late	4 New	State of Ohio

# Work Assignment

- ▶ You are now on your project home page
  - Click Collaboration
  - Click Task's
  - Double click on your pending Work Assignment

The screenshot displays a software interface with a navigation pane on the left and a main content area on the right. The navigation pane includes a tree view with the following items: Projects (Standard), OFCC Specialty Consultants, Summary, Alerts, uMail, Collaboration, Tasks, Messages, Drafts, Information, Data Manager, Document Manager, Logs, and Reports. The 'Tasks' item is highlighted. The main content area shows a table of tasks with the following data:

Type	Number	Title	Record Due	From	Sent for	Task Due	Re
Work Assign	WA-0012	Claims Evaluation		Matthew Weste	Consultant Acce		01.
Work Assign	WA-0004	Claims Evaluation:		Marlaina Hill,sc	Consultant Acce		10.

# Work Assignment

- ▶ Click Accept Task to open record

Work Assignments - Claims Evaluation - Project No. SFC-130888 - Windows Internet Explorer

File Edit View Actions Help

Accept Task Decline Task SOV Close Window

### Work Assignments

**General**

General

Organization: Record Number: WA-0012  
Project Number: SFC-130888 Creator: Matthew Westerman  
Project Name: OFCC Specialty Consultants Creation Date: 01/28/2014 01:07 PM Local (GMT-5)  
Title: Claims Evaluation Status: Pending  
Requested By: Matthew Westerman

**Task Details**

From: Matthew Westerman Task Due Date: Task Notes (0)  
To: Shari Aliff Task Status: Not Started  
Cc:  
Sent For: Consultant Acceptance

**Standard**

Current View: All Show Currency in: Transaction Currency

2 Item(s) Page 1 of 1 Display 100 items per page

No.	WBS Code	Code Name	Short Description	Amount (\$)	District
002	CS-LE-SV	CS Legal SOV Pending	Contract Amount (Not Billable Until A	-50,000.00	Springfield Local SD (Sum
001	CS-LE-AC	CS Claims Analysis	Claim Evaluation	50,000.00	Springfield Local SD (Sum

Grid Find Total Amount: \$ 0.00

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

# Work Assignment

- ▶ Click General Tab to open upper form

Work Assignments - Claims Evaluation - Project No. SFC-130888 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add Attachment Discussion SOV Close Window

**General** Work Assignments

Take the workflow action Sign Work Assignment to accept this assignment.

General

Organization:  Record Number:

Project Number:  Creator: [Matthew Westerman](#)

Project Name:  Creation Date:

Title:  Status:

**Action Details**

(Click here to view latest content)

To...

Cc...

Send For:

**Standard**

Current View: All Show Currency in: Transaction Currency

2 Item(s) Page 1 of 1 Display 100 items per page

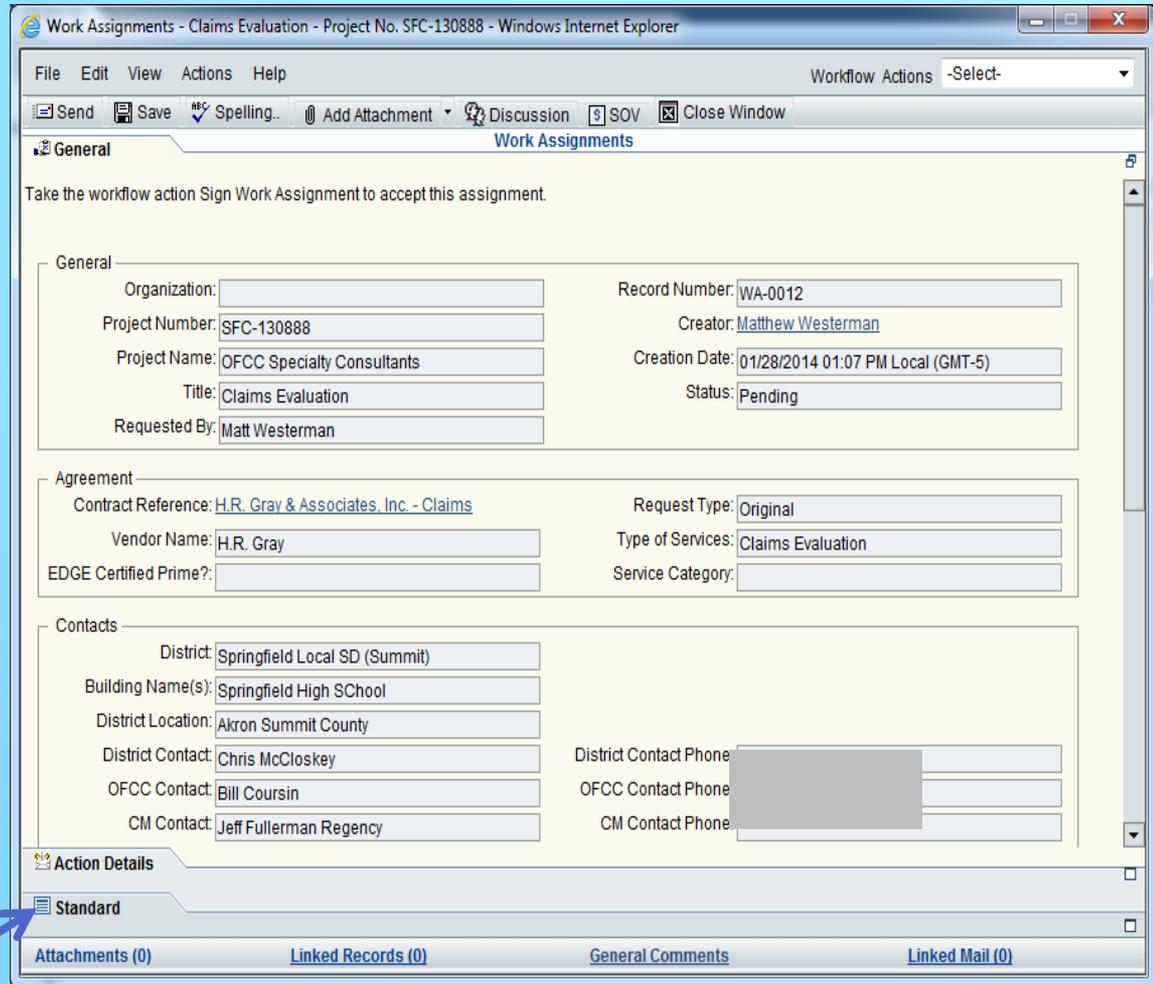
No.	WBS Code	Code Name	Short Description	Amount (\$)	District
002	CS-LE-SV	CS Legal SOV Pending	Contract Amount (Not Billable Until A	-50,000.00	Springfield Local SD (Sum
001	CS-LE-AC	CS Claims Analysis	Claim Evaluation	50,000.00	Springfield Local SD (Sum

Total Amount: \$

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

# Work Assignment

- ▶ Review upper form
- ▶ Click Standard tab to review lower form



Work Assignments - Claims Evaluation - Project No. SFC-130888 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add Attachment Discussion SOV Close Window

**General** Work Assignments

Take the workflow action Sign Work Assignment to accept this assignment.

General

Organization:  Record Number:

Project Number:  Creator:

Project Name:  Creation Date:

Title:  Status:

Requested By:

Agreement

Contract Reference:  Request Type:

Vendor Name:  Type of Services:

EDGE Certified Prime?:  Service Category:

Contacts

District:

Building Name(s):

District Location:

District Contact:  District Contact Phone:

OFCC Contact:  OFCC Contact Phone:

CM Contact:  CM Contact Phone:

**Action Details**

**Standard**

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

# Work Assignment

- ▶ Once review is complete
- ▶ Click the arrow down next to Workflow Actions
- ▶ Choose :
  - Sign Work Assignment
  - or
  - Return for Clarification
- ▶ Click Send

Work Assignments - Claims Evaluation - Project No. SFC-130888 - Windows Internet Explorer

File Edit View Actions Help

Send Save Spelling.. Add Attachment Discussion SOV Close Window

Workflow Actions -Select-

Sign Work Assignment

Return for Clarification

Take the workflow action Sign Work Assignment to accept this assignment.

General

Organization: [text box] Record Number: WA-0012

Project Number: SFC-130888 Creator: Matthew Westerman

Project Name: OFCC Specialty Consultants Creation Date: 01/28/2014 01:07 PM Local (GMT-5)

Title: Claims Evaluation Status: Pending

Requested By: Matt Westerman

Agreement

Contract Reference: [text box] - Claims Request Type: Original

Vendor Name: [text box] Type of Services: Claims Evaluation

EDGE Certified Prime?: [text box] Service Category: [text box]

Contacts

District: Springfield Local SD (Summit)

Building Name(s): Springfield High School

District Location: Akron Summit County

District Contact: Chris McCloskey District Contact Phone: 614 227-2300

OFCC Contact: Bill Coursin OFCC Contact Phone: 330 425-2423

CM Contact: Jeff Fullerman Regency CM Contact Phone: [text box]

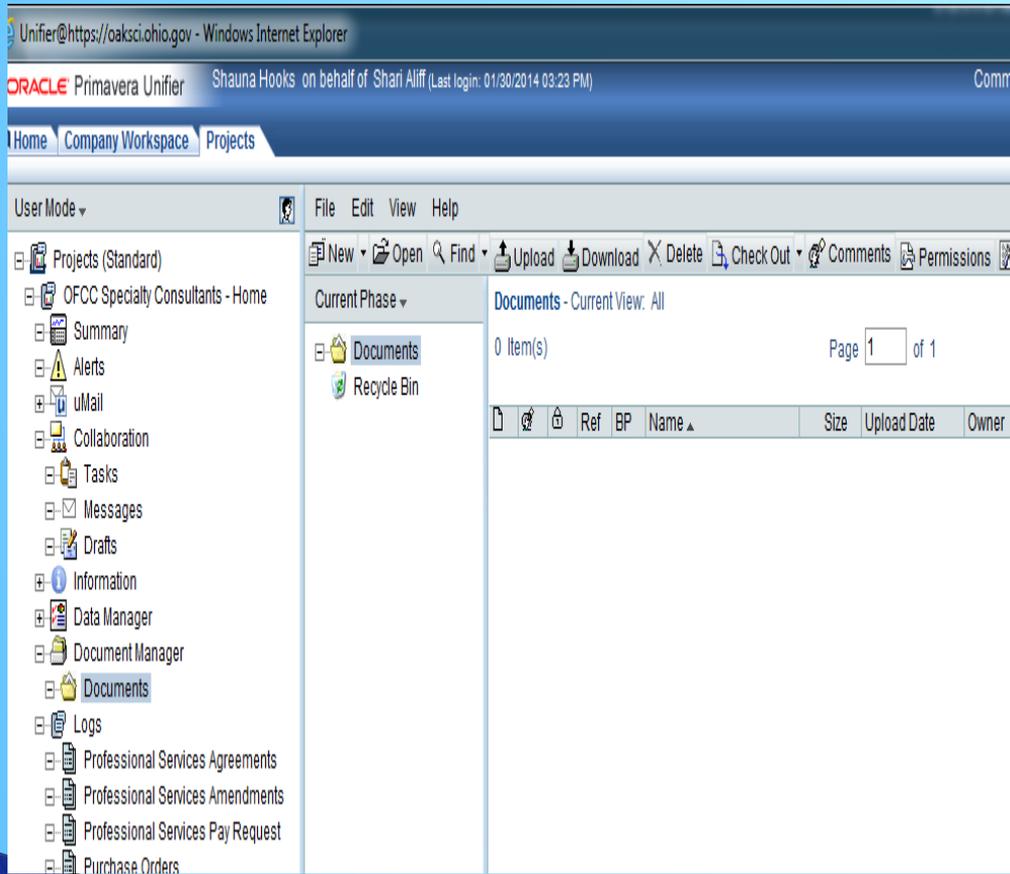
Action Details

Standard

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

# Request for Payment

# Supporting Documentation



If you have supporting documentation that must be attached to the pay application it must be uploaded into document manager first, please see slides (14-18)

# Before Uploading to Document Manager

The image shows a screenshot of a web application interface and a Windows Internet Explorer dialog box. The web application header displays the user's name 'Mauna Hooks (Last login: 11/14/2013 10:32 AM)' and navigation links for 'Community', 'Bookmarks', 'Preferences', and 'Support'. A red arrow points to the 'Preferences' link. Below the header, there are tabs for 'Subjects' and 'School Facilities'. The dialog box, titled 'User Preferences - Windows Internet Explo...', has four tabs: 'General', 'Security', 'Options', and 'Proxy'. The 'Options' tab is active, showing various settings. A red arrow points to the 'File Transfer Option' dropdown menu, which is currently set to 'Intermediate'. Other settings include 'Time Zone' (GMT -05:00, Eastern Standard Time (New York)), 'Date Format' (MM/DD/YYYY HH:MM AM), 'Viewer Option' (Native), and 'Email Subscription' (Send notifications in single daily digest). The 'Business Processes' section includes checkboxes for 'Personal tasks', 'Decline tasks', 'Overdue personal tasks', 'Messages', 'Discussion group comments', and 'Record workflow complete'. The 'Document Manager - Project' section includes checkboxes for 'Document upload', 'Transfer ownership', 'Move', 'Delete', 'Document revise', and 'Folder rename'. The 'Document Manager - Company' section includes a checkbox for 'Document upload'. At the bottom of the dialog box are 'Apply', 'OK', and 'Cancel' buttons.

- Before Uploading
- –Click on Preferences (upper right of screen)
- - Click Options
- -Change File Transfer Option to Intermediate

# Building/Project Home Page

The screenshot shows the Primavera Unifier web application interface. The browser window title is "Unifier@https://oaksci.training.osfc.ohio.gov - Windows Internet Explorer". The page header includes "ORACLE Primavera Unifier" and the user "Shauna Hooks (Last login: 10/08/2013 09:21 AM)". The navigation tabs are "Home", "Company Workspace", "Projects", and "School Facilities". The current page is "Central Elementary - Home".

The left navigation menu includes:

- Central Elementary - Home
- Alerts
- uMail
- Collaboration
- Information
- Cost Manager
- Data Manager
- Document Manager (highlighted with a blue arrow)
- Logs
- Reports

The main content area is titled "Central Elementary - Home" and includes a "View Dashboard" button. The "Summary" section contains:

- Image placeholder
- Items Requiring Your Attention:
  - Tasks: 0, New 0, Late 0
  - Messages: 0 New
  - Draft Records: 0 New
  - uMails: 0 New
- Details:
  - Number: SFC-130322.02
  - Name: Central Elementary
  - Description: New Elementary School
  - Administrat: Steve Mayo
  - or:
  - Currency: United States Dollar (USD)
  - Status: Active
  - Email: 1015-
  - Address: oaksci@socccemsmp.em.ohio.gov
- Links:
  - [Ohio Facilities Construction Commission](#)
  - [Ohio School Facilities Commission](#)

-Click Document Manager  
-Documents

# File Upload

(a) Choose folder

(b) Click Upload

io.gov/ - Unifier@https://oaksci.training.ohio.gov - Windows Internet Explorer  
12/09/2009 - Shauna Hooks

ome Company Workspace Projects

User Mode

File Edit View Help

New Open Find Upload Download Delete Check Out Comments Permissions Properties

Projects (Standard)

- OAKS CI Training 1 - Home
  - Summary
  - Alerts
  - uMail
  - Collaboration
  - Information
  - Cost Manager
  - Data Manager
  - Document Manager
  - Documents**
  - Unpublished Documents
  - Schedule Manager (Basic)
  - Logs
  - Reports

Current Phase

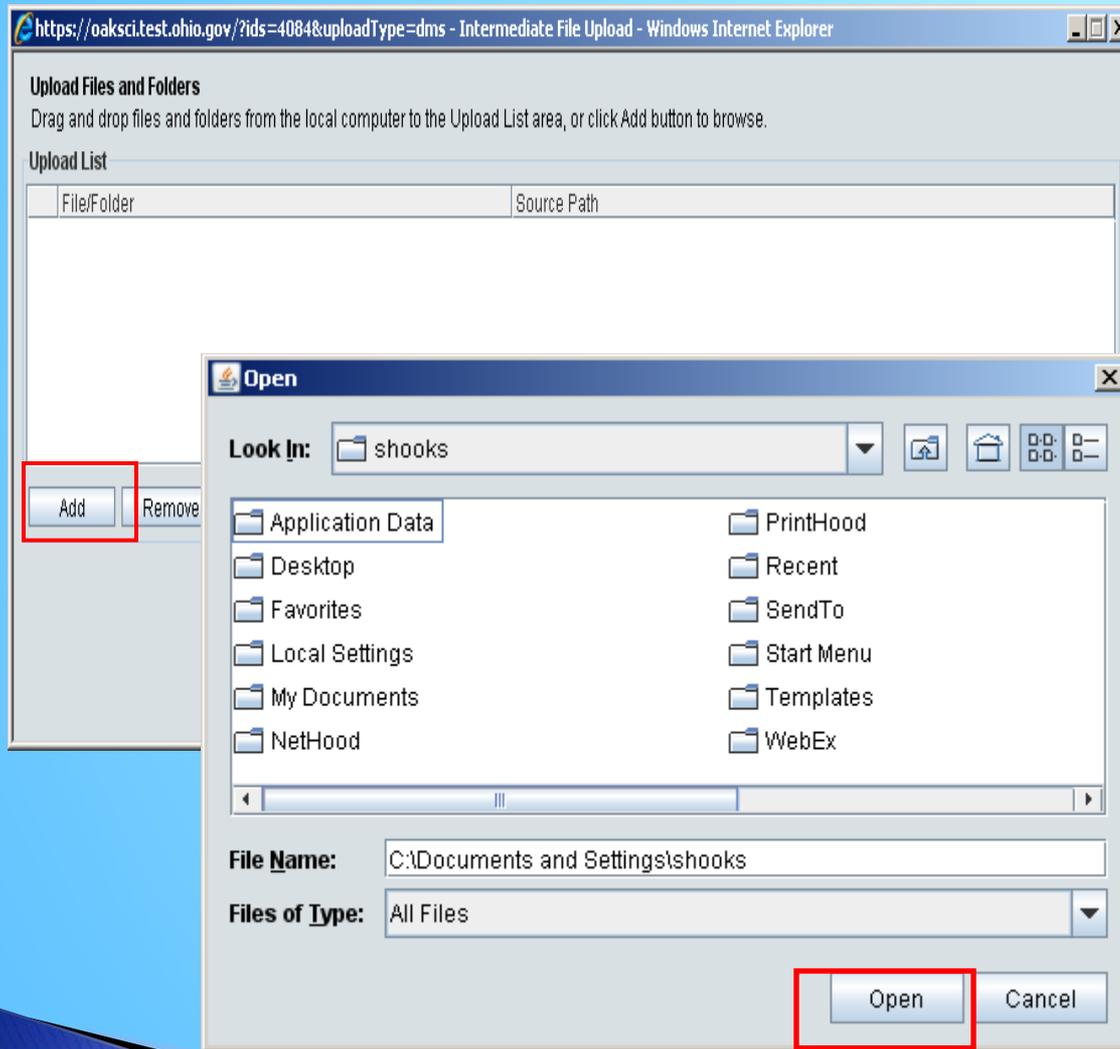
- Documents
  - 0000 Concept Develo
  - 0100 Acquisition
  - 0200 Design
    - 0210 Program Verif
    - Arch**
    - Civil
    - mep
    - Stru
    - dfhsdhh
    - Preliminary Descr
    - Probable Cost
    - Schedule
    - Updated RCP

Arch - Current View: All

20 Item(s)

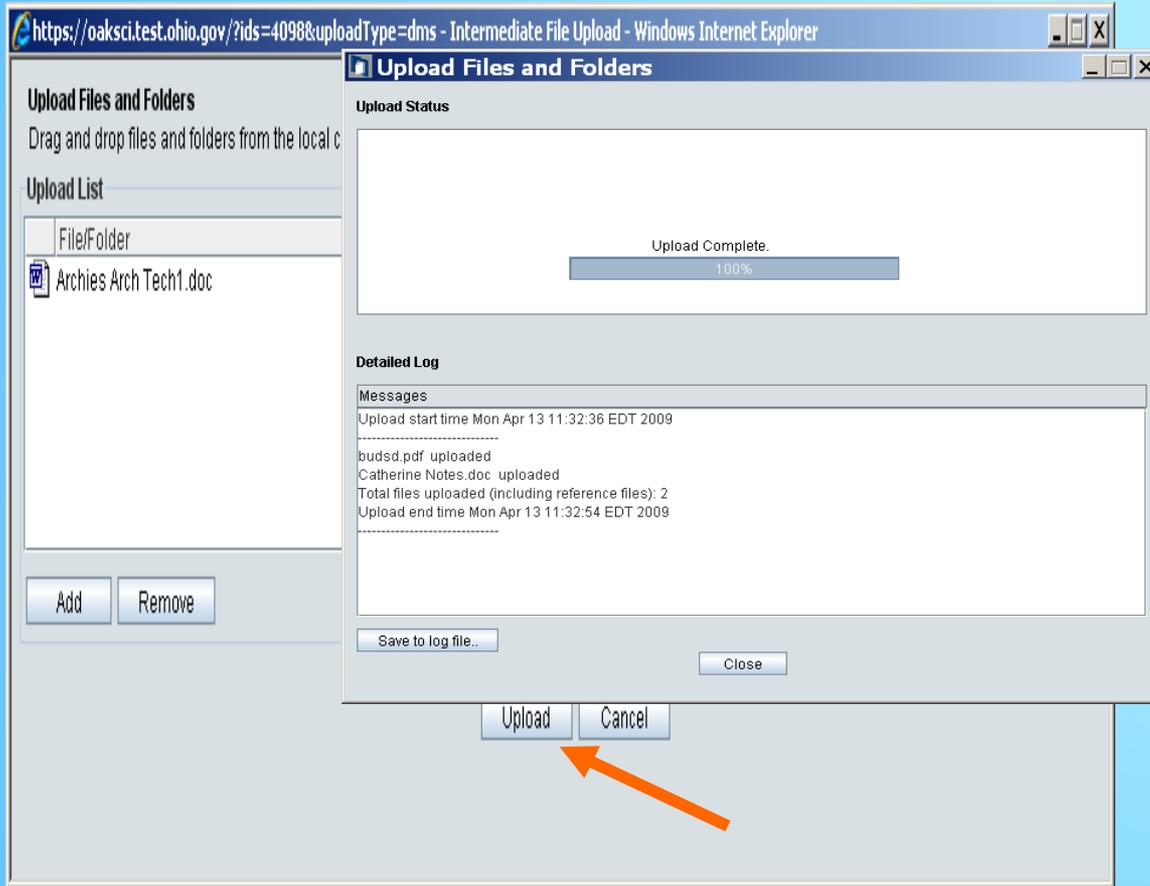
	Ref	BP	Name	Size	Upload Date	Owner	Title
			A-1CONFORMED.pdf	397 KB	03/13/2008	Oaks Student 1	
			A1-1.pdf	561 KB	03/13/2008	Oaks Student 1	
			A2-1.pdf	708 KB	03/13/2008	Oaks Student 1	
			A2-2.pdf	1017 KB	03/13/2008	Oaks Student 1	
			A3-1.pdf	443 KB	03/13/2008	Oaks Student 1	
			A4-1.pdf	539 KB	03/13/2008	Oaks Student 1	
			A5-1.pdf	327 KB	03/13/2008	Oaks Student 1	
			A5-2.pdf	448 KB	03/13/2008	Oaks Student 1	
			A7-1.pdf	415 KB	03/13/2008	Oaks Student 1	
			A8-1.pdf	622 KB	03/13/2008	Oaks Student 1	
			A9-1.pdf	377 KB	03/13/2008	Oaks Student 1	

# File Upload



- ▶ Click Add
- ▶ Choose document or folder to upload
- ▶ Click Open

# File Upload



- ▶ Document or folder is populated into Upload list
- ▶ Click Upload
- ▶ Box will pop up indicating the upload is Complete

# Payment Request

Unifier@https://oaksci-training.ohio.gov - Windows Internet Explorer

ORACLE Primavera Unifier Shauna Hooks (Last login: 11/24/2014 11:23 AM)

Home Company Workspace Projects Agency Higher Ed

User Mode ▾

File Edit View Help

New Copy Open Find Filtered By Import

DPE PS Pay Request - Current View: All

6 Item(s) Page 1 of 1

Title	Agreement Name	Provider
Trotwood Madison 65%	Harrison Planning Group - Facilities	Harrison Planning Group
Champion LSD PR1	Harrison Planning Group - Facilities	Harrison Planning Group
Harrison Planning PR 2	Harrison Planning Group - Facilities	Harrison Planning Group
Harrison Planning PR 1	Harrison Planning Group - Facilities	Harrison Planning Group
Resource RPC July 2014 Take 2	Resource International - RPC	Resource International, Inc.
Resource RPC July 2014	Resource International - RPC	Resource International, Inc.

OFCC Specialty Consultant Lis

Alerts

uMail

Mailbox

Collaboration

Information

Cost Manager

Data Manager

Document Manager

Logs

DPE PS Pay Request

Fund Allocation

Fund Release

Fund Transfers

Professional Services Agre

Professional Services Ame

Professional Services Pay

Purchase Orders

Vouchers

Work Assignments

Reports

- Log into your project (see page 6)
- Click Logs
- DPE PS Pay Request
- Click New

# Payment Request

Create New Professional Services Pay Request - Project No. SFC-130888 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Professional Services Pay Request

General

Organization:	<input type="text"/>	Record Number:	<input type="text"/>
Project Number:	SFC-130888	Creator:	Shauna Hooks
Project Name:	OFCC Specialty Consultant List	Creation Date:	<input type="text"/>
Project Location:	OFCC	Status:	<input type="text"/>
Title:	<input type="text"/> *	Internal Ref. Number:	<input type="text"/>
Contract Reference:	<input type="text"/> Select... *	Professional Services Provider:	<input type="text"/>
Agreement Type:	<input type="text"/>	EDGE Certified Sub?:	<input type="text"/>
Other Description:	<input type="text"/>	Received Date:	<input type="text"/>
Period From:	<input type="text"/> <input type="text"/>	Period To:	<input type="text"/> <input type="text"/>

Professional Services Provider Address

Vendor:	<input type="text"/> Select... *
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	-Select-
ZIP:	<input type="text"/>

Action Details

Pay Request Details

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

**Complete all available Fields**

# Payment Request

Create New Professional Services Pay Request - Project No. SFC-130888 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

### Professional Services Pay Request

**General**

Contract Reference:   \* Professional Services Provider:

Agreement Type:  EDGE Certified Sub?:

Other Description:

Received Date:

Period From:  \* Period To:  \*

**Professional Services Provider Address**

Vendor:   \*

Address Line 1:

Address Line 2:

City:

State:

ZIP:

**Payment Requested**

Final Payment?:  \* Amount (\$):  \*

Invoices for Reimbursable Exp. Attached?:  \* Line Item Total (\$):

Difference (\$):

Notes:

**Action Details**

**Pay Request Details**

[Attachments \(0\)](#) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

**Complete available fields  
Click the Pay Request  
Details Tab**



# Payment Request

File Edit View Actions Help

Send Save Spelling.. Add At

General

Action Details

Pay Request Details

Current View: All

0 Item(s)

No.	WBS Code	Code Name
-----	----------	-----------

Add Copy Import Re

Attachments (0) Linked Records (0)

OK Cancel

Line Item - Windows Internet Explorer

Spelling... Attach Delete Line Item

DPE PS Pay Request Line Item:

Use the WBS Code select to identify the Work Assignment related to this payment then enter the details. You may import records from a spreadsheet.

Click Arrow

General

WBS Code: Type a WBS code... \*

Code Name: \*

District: -Select- \*

Service Category: -Select- \*

Work Assignment: \*

Short Description: \*

Item Quantity: \*

Item Unit Cost: \*

Percent Billed This Request: 100

Amount (\$): 0.00

Professional Services EDGE Certified?: \*

Subcontractor/Supplier: Select...

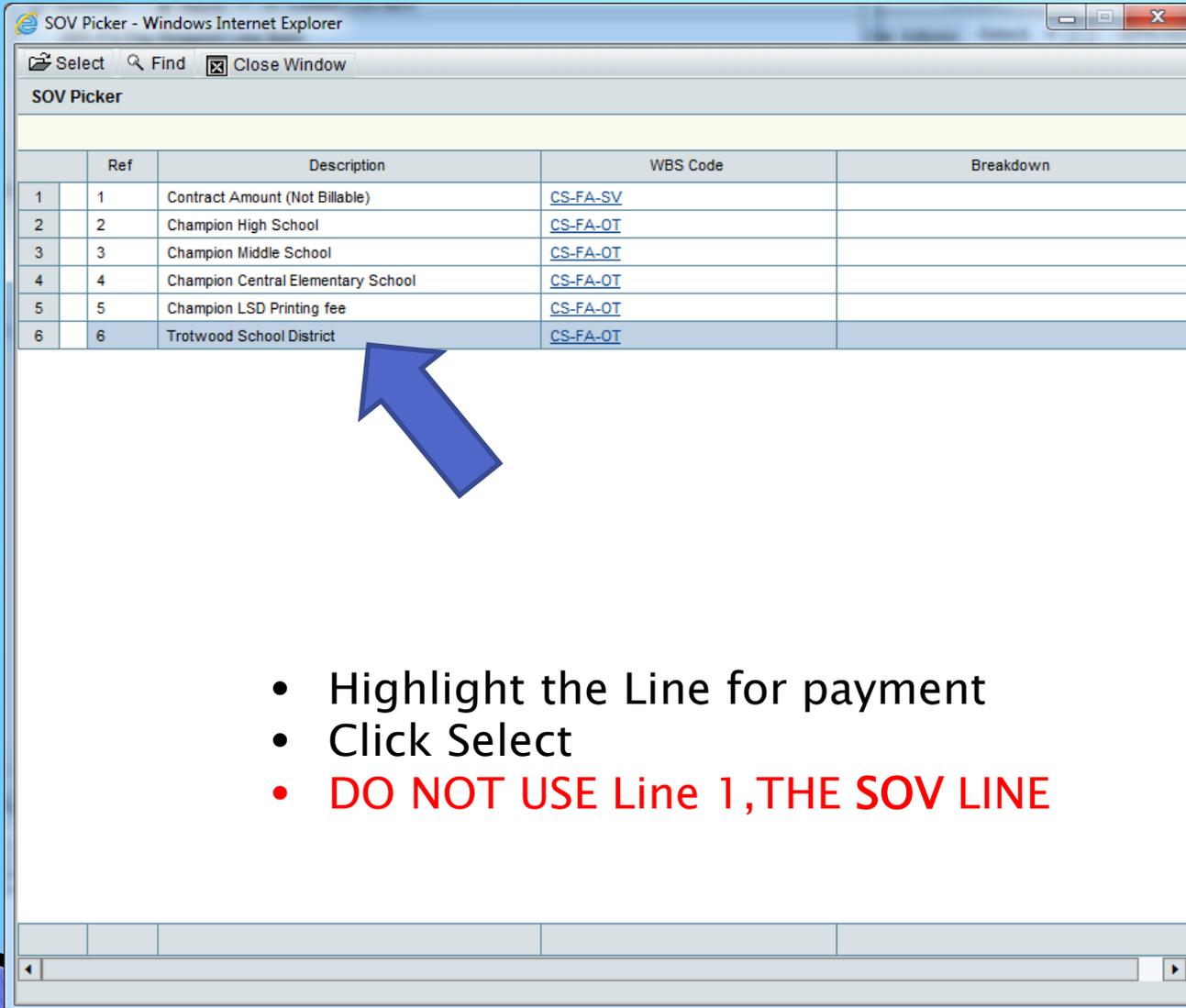
EDGE Certified Sub?: \*

Notes:

Attachments (0) Linked Records (0)

OK Cancel

# Payment Request



SOV Picker - Windows Internet Explorer

Select Find Close Window

SOV Picker

	Ref	Description	WBS Code	Breakdown
1	1	Contract Amount (Not Billable)	<a href="#">CS-FA-SV</a>	
2	2	Champion High School	<a href="#">CS-FA-OT</a>	
3	3	Champion Middle School	<a href="#">CS-FA-OT</a>	
4	4	Champion Central Elementary School	<a href="#">CS-FA-OT</a>	
5	5	Champion LSD Printing fee	<a href="#">CS-FA-OT</a>	
6	6	Trotwood School District	<a href="#">CS-FA-OT</a>	

- Highlight the Line for payment
- Click Select
- **DO NOT USE Line 1,THE SOV LINE**

# Payment Request

Line Item - Windows Internet Explorer

Spelling... Attach Delete Line Item

**DPE PS Pay Request Line Item:**

Use the WBS Code select to identify the Work Assignment related to this payment then enter the details. You may import records from a spreadsheet.

General

WBS Code:	CS-FA-OT	*
Code Name:	CS Other Facility Assessment	
District:	Trotwood-Madison City SD	*
Service Category:	Facility Assessment	*
Work Assignment:		
Short Description:	Assessment	*
Item Quantity:	35	*
Item Unit Cost:	0.10	*
Percent Billed This Request:	65	
Amount (\$):	2.28	

Professional Services EDGE Certified?:

Subcontractor/Supplier: Select...

EDGE Certified Sub?:

Notes:

Attachments (0) [Linked Record](#)

OK Cancel

- Pull in District
- Pull in Service Category
- Type in a Short Description
- Example (Broadmoor Elementary)
- Type in Item Quantity (square footage )
- Type in Unit Cost
- Type in Percent Billed
- Click Ok

# Payment Request

Create New DPE PS Pay Request - Project No. SFC-130888 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add Attachment Discussion SOV Close Window

**General** DPE PS Pay Request

Action Details

Pay Request Details

Current View: All

1 Item(s) Page 1 of 1 Display 100 items per page

No.	WBS Code	District	Service Category	Short Description	Amount	% Billed	Item Quantity	Item Co
001	CS-FA-OT	Trotwood-Madison City SD	Facility Assessment	Assessment	195.00	65	3,000	

Continue to add lines as necessary

Add Copy Import Remove Grid Find Total Amount: \$ 195.00

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

# Payment Request

Create New Professional Services Pay Request - Project No. SFC-130888 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions Submit

Send Save Spelling.. Add Attachment Discussion SOV Close Window

**General** Professional Services Pay Request

General

Organization:  Record Number:

Project Number: SFC-130888 Creator: [Tim Price](#)

Project Name: OFCC Specialty Consultants Creation Date:

Project Location:  Status:

Co... andee & Associates, Inc.

2/28/2014 05:00 PM Local (GMT-\*)

Professional Vendor

Address Line 1:

Address Line 2:

City:  Dover

State:  New Hampshire

ZIP:  03820

Payment Requested

Action Details

Pay Request Details

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

- Click Arrow down to attach any supporting documentation, this will take you back to document manager

# Payment Request

Create New Professional Services Pay Request - Project No. SFC-130888 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions Submit

Send Save Spelling.. Add Attachment Discussion SOV Close Window

**General** Professional Services Pay Request

General

Organization:  Record Number:

Project Number: SFC-130888 Creator: [Tim Price](#)

Project Name: OFCC Specialty Consultants Creation Date:

Project Location:  Status:

Title: sample pr3 \* Internal Ref. Number:

Contract  & Associates, Inc.

Agree

Other D

P  014 05:00 PM Local (GMT-  \*

Professional Services Provider Address

Vendor: Frank Locker Inc.  \*

Address Line 1: 306c Dover Point Rd,

Address Line 2:

City: Dover

State: New Hampshire

ZIP: 03820

Payment Requested

Action Details

Pay Request Details

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

**Choose Workflow Action-Submit**

# Payment Request

Professional Services Pay Request - PR1 - Project No. SFC-130888 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions Submit

Send Save Spelling... Add Attachment Discussion SOV Close Window

### Professional Services Pay Request

#### General

General

Organization:  Record Number:

Project Number: SFC-130888 Creator: [Tim Price](#)

Project Name: OFCC Specialty Consultants Creation Date:

Project Location:  Status:

Title: PR1\* Internal Ref. Number:

#### Action Details

**Submit**

To...

Cc...

Send For: **Approval and Validation**

#### Pay Request Details

Current View: All

1 Item(s) Page 1 of 1 Display 100 items per page

No.	WBS Code	Code Name	Short Description	Amount
001	CS-FA-EN	CS Environmental Survey	Sur	5,000.00

Total Amount: \$ 5,000.00

Add Copy Import Remove Grid Find

[Attachments \(1\)](#) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

- Click To: button and pull in your RPC, please cc: Janice Parker

# Payment Request

Professional Services Pay Request - PR1 - Project No. SFC-130888 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions Submit

Send Save Spelling.. Add Attachment Discussion SOV Close Window

### General Professional Services Pay Request

**Click Send**

Project Number: SFC-130888  
Project Name: OFCC Specialty Consultants  
Project Location:  
Title: PR1

Record Number:  
Creator: [Tim Price](#)  
Creation Date:  
Status:  
Internal Ref. Number:

### Action Details

**Submit**

To... Karen Kirk  
Cc...  
Send For: **Approval and Validation**

Task Notes:

### Pay Request Details

Current View: All

1 Item(s) Page 1 of 1 Display 100 items per page

No.	WBS Code	Code Name	Short Description	Amount
001	CS-FA-EN	CS Environmental Survey	Sur	5,000.00

Attachments (1) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Bottom toolbar: Add Copy Import Remove Grid Find Total Amount: \$ 5,000.00

# Questions?



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