

Locally Funded Initiative (MOU)

Step 1

LFI Worksheet completed by OA or PM

LFI MOU record created in OAKS CI utilizing worksheet by OA, PM or PC

Custom Print created and attached to record along with any other supporting documents

Submit to: **District Treasurer** for Funding Plan and Signature

Step 2

District Treasurer (Funding Plan)

Review, provide funding information, sign attached documents, attain Superintendent signature attach signed document and other supporting documents directly to LFI record

Submit to: **PM** for Signature

Step 3

PM Signature

PM Sign document attach to LFI MOU record

Submit to: **OFCC Fiscal** for Funding Plan Approval

Step 4

OFCC Fiscal

Reviews attached documents, signs and attaches to record.

Submit to: **END**
Must be submitted thru OAKS CI

Additional Information

- ▶ Any LFI documents submitted to OFCC Fiscal for projects currently housed in OAKS CI will be sent back to the PM if they are not submitted through OAKS CI