

SPECIAL PROJECTS REQUEST AND COMPLETION PROCESS

- The Principal submits a request, in Sprocket, for a Special Project.
- The request is then routed to Dan Bourgeois in order in order for him to provide an estimate.
- Once an estimate has been provided, Dan then assigns the request back to the Principal.
- If the Principal agrees to the estimate, the Principal approves it and routes it to his/her Administrator of Schools.
- The Administrator of Schools can either approve or deny the Special Project.
- Judy Bird then completes a Journal Entry from the appropriate accounting code.
- The Journal Entry is completed by Judy.
- The Special Project request and the Journal Entry will then be signed by the Staff Assistant of Auxiliary Services.
- After the Special Project request is signed, it is forwarded to the school for the Principal's signature.
- The Principal will then send back the signed Journal Entry to Judy Bird at Auxiliary Services. (School can pay with a check if they prefer.)
- The original signed Journal Entry is then forwarded to Accounting.
- Judy Bird then approves the project estimate in sprocket.
- The Special Project is then forwarded to Dan Bourgeois to have the work completed.

Things to Keep In Mind that May Slow Down the Process

There are 4 ways a Special Project request can be delayed.

1. Awaiting Administrator of Schools approval
2. Awaiting Auxiliary Services approval
3. Awaiting Principal approval
4. Awaiting budget estimate