DATE: November 7, 2014

TO: University staff involved in the procurement process

FROM: Kevin King, Sr. Director Finance and IT, Administration & Planning

RE: Changes to the University Sign Ordering Process Effective December 1, 2014

I am writing to you today to inform you of process changes for ordering University signs. These changes are designed to speed up the process, reduce frustration, reduce rework, bring the appropriate approvers into the process at the correct points and for some signage reduce costs. These changes are effective for all OSU sites.

The key change to the existing process is moving the review for university signage standards and price quotation forward in the process. Going forward sign orders will be reviewed for compliance and a quote established before the work request and approvals occur. Facilities, Operations and Development (FOD) will initiate the eRequest attaching the review approval and quote for appropriate review and approval within your business units.

Attached is a PDF of the online sign request form and a process map. The online request form can be found at http://fod.osu.edu/signage/

We are also pleased to inform you that FOD is changing vendors for all standard sign inserts. Going forward this work will be completed at UniPrint. All standard sign inserts can be ordered through the FOD signage website by logging into the UniPrint store. This change will result in faster delivery and a significantly lower cost to you.

Please share this information with others as appropriate throughout your unit. This information has been shared with senior fiscal officers, senior business officers and processing center managers. If you need additional information or have questions please contact Steve Malone at malone.229@osu.edu or 247-4587.
Access the Project Request Form at http://fod.osu.edu/signage/. If you are not already logged in to University services you will be prompted to enter your user name (name.#) and password.

**SIGN REQUEST**
Required fields are marked with an asterisk (*).
A. Initiator: The email, name and phone number are entered based on your log in information. This information cannot be edited.

B. Approver 1: Typically the first approver is a fiscal officer/business officer for the department. Enter the approver’s full email address (name.#@osu.edu) in the “Email” field and click “Find.” This will fill in their name, phone number, and department. Once the request is submitted this information cannot be edited.

C. Approver 2: Typically the second approver is a Dean/Associate Dean for the department. Enter the approver’s full email address (name.#@osu.edu) in the “Email” field and click “Find.” This will fill in their name, phone number, and department. Once the request is submitted this information cannot be edited.

Please note that the Initiator and Approver 1 can be the same but the Initiator and Approver 2 cannot be the same; and Approver 1 and Approver 2 cannot be the same.

If you have selected the incorrect request in error, you may return to the previous screen by clicking “Select Another Type” in the header of this page.

D. Chartfield: The Org, Fund and Account number are required. This chartfield will be the one charged should the when signage order is placed. This chartfield is not charged upon submitting the sign request.

E. Funding Comments: Please note the available and funding type intended for any costs associated with the signage requested.

F. Briefly Describe Request: Please briefly describe the signage needed and note if any special requirements are required for the request. This does not need to be a detailed scope description but provide enough detail to the university signage coordinator a good idea of the nature of the request.

G. Is this the Columbus Campus: Please note this field will default to the Columbus Campus. If an alternate campus is needed, click the “No” radio button and select the desired campus from the provided list.

H. Sign Type: Please select the desired sign type needed from the drop down menu. If the selection needed is not available please select “Custom Sign” and in the additional information box below describe the sign type needed.

I. Building: Please select from the drop down list the building or location where the project work is to occur. Non-building spaces are included on the list. If the exact building or area is not on the list or a new building is in construction, select the building or area closest to where the project will occur and use the additional comments to explain the location requirements. If there is more than one building use the additional comment area to note the additional building(s).

J. Rooms: Enter the room number(s) where the requested work will occur or that will be affected.

K. Additional Comments: Use this area to provide additional detail not included in the other fields for the signage request or to note additional building locations for the signage.

L. Critical Delivery Date: Please provide the date by which the work is requested to be completed. You do not need to enter a date format, “ASAP” or “N/A” is an acceptable entry.

M. Why is Date Critical: Please briefly explain why the date is critical.
An email is sent to Approver 1, with a copy to the Initiator, which includes a link to the project request form. Approver 1 will use the link to access the request, review and either approve or deny the request. The information entered on the form by the Initiator cannot be changed by Approver 1 but there is an area to provide additional comments. If the request is approved, it is sent to Approver 2, with a notice to the Initiator. If the request is denied, a notice is sent to the initiator.

If the request is approved, an email is sent to Approver 2, with a copy to the Initiator and Approver 1, which includes a link to the project request. Approver 2 will use the link to access the request, review and either approve or deny the request. The information entered by the Initiator and any comments entered by Approver 1 cannot be changed by Approver 2 but there is an area for Approver 2 to provide additional comments.

Approver 2 will click either “Send to signage@osu.edu for processing” or “Deny.” If the request is approved, an email is sent to the Initiator, Approver 1 and Approver 2 indicating the request was approved and sent for processing. An email is also sent to signage@osu.edu indicating the request is ready for processing. If the request is denied, an email is sent to the Initiator and Approver 1 indicating the request was denied.

**Note:** Once the orders are received and processed through signage@osu.edu the University Signage Coordinator (SC) will submit an eRequest for the requested signs using the Org, Fund and Account numbers provided. The (SC) will attach the sign request form, sign quote, installation instructions / photos to the eRequest and submit for departmental approvals. The department should verify order is complete as requested and “approve” or “deny” the eRequest.
**OSU PROCUREMENT PROCESS**

**Customer**
- Submit Sign Request

**Customer Fiscal Approval**
- Customer approves eRequest.

**FOD Sign Coordinator**
- Sign Coordinator verifies signage request.
- Standard Sign
  - Yes → Sign Coordinator obtains price quote and enters eRequest.
  - No → Construction Project Signs
    - Yes → Sign Coordinator works with Project Manager, project team to develop signage package. A/E provides design and documents signage. Sign Coordinator obtains price quote and enters eRequest.
    - No → Sign Coordinator works with customer to develop solution, design, and documentation.

**Exclusions**
(1) Wexner Medical Center, (2) inserts for existing wall signage

**Signage Vendor**
- Vendor Installs Signs

**FOD Installer**
- FOD Orders/Installs Signs

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**Sign-Ordering Process**
This applies to all university signage, i.e., interior, exterior, custom, construction projects, commemorative plaques, regional campuses.

**Facilities Operations and Development (FOD)**
signage@osu.edu  December 1, 2014