

**UAB FACILITIES  
STANDARD OFFICE INSTRUCTIONS**

**PROCEDURES FOR ENGAGEMENT OF ARCHITECTS/CONSULTANTS**

**PURPOSE:**

The purpose is to establish the procedures for engaging Architects/Consultants for work on UAB projects.

**PROCEDURES:**

- 1.0 Client submits Work Order for project
- 2.0 Project name/project number/Project Manager assigned
- 3.0 Project Manager contacts client for more detailed information
- 4.0 Project Manager contacts preliminary schematic designer for submittal of proposal – sends written request
- 5.0 Project Manager requests account to be set up by preparing a Planning PFSR
- 6.0 Proposal from architect/consultant executed and copy returned to architect/consultant
- 7.0 Invoice sent to Financial Office at 245 FAB
- 8.0 Invoice reviewed/evaluated against agreement
- 9.0 Invoice forwarded to Project Manager for review
- 10.0 Financial Officer scans invoice and the Director of Financial Management then approves it electronically. It is then automatically sent to Project Accounting for approval and on to Accounts Payable.

(END OF PROCEDURE)

Note: Insurance for Consultants addressed in separate SOI.