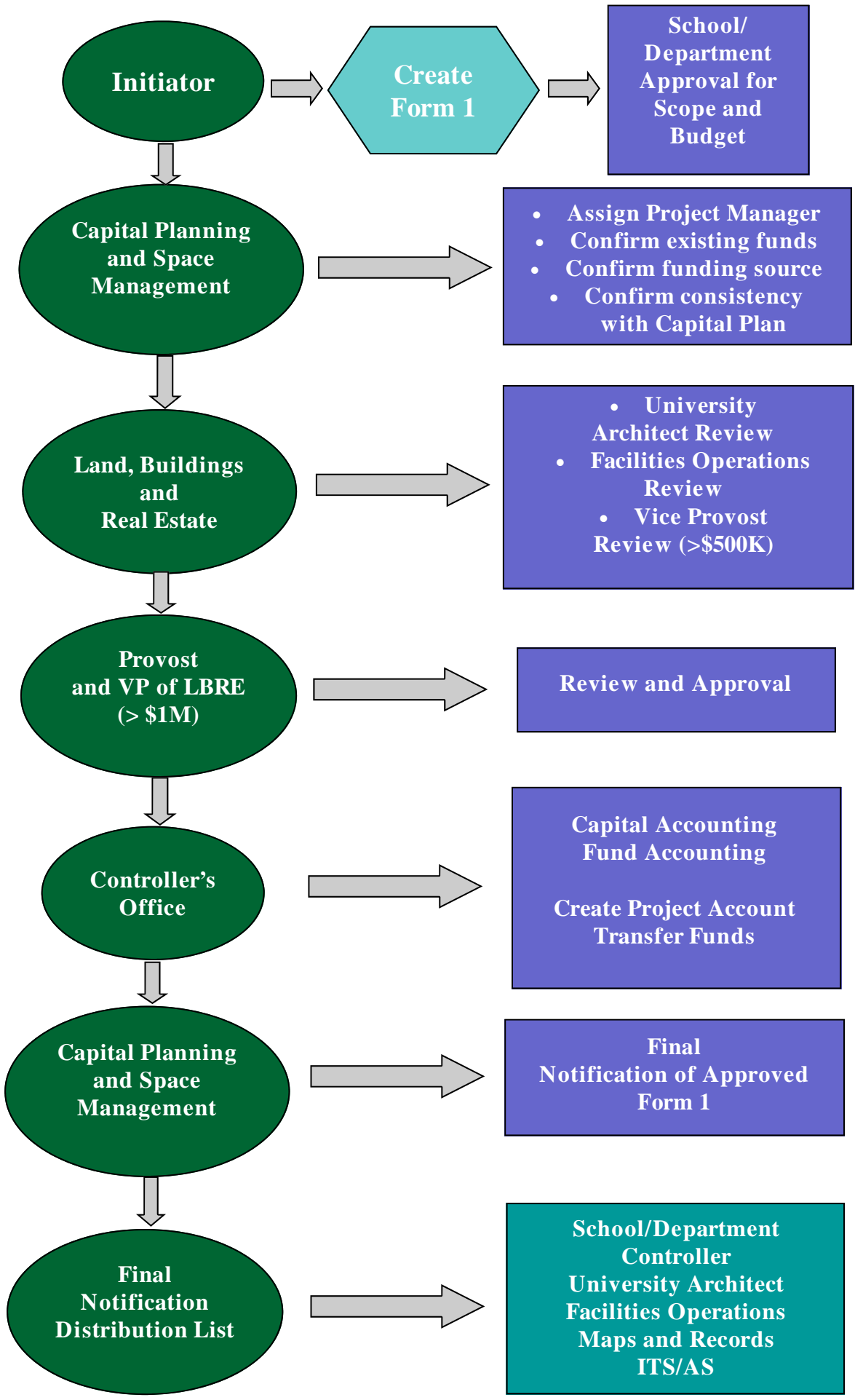# Electronic Form 1 Process

Initiator → **Create Form 1** → School/ Department Approval for Scope and Budget

Capital Planning and Space Management →
- Assign Project Manager
- Confirm existing funds
- Confirm funding source
- Confirm consistency with Capital Plan

Land, Buildings and Real Estate →
- University Architect Review
- Facilities Operations Review
- Vice Provost Review (>$500K)

Provost and VP of LBRE (> $1M) → Review and Approval

Controller's Office → Capital Accounting Fund Accounting

Create Project Account Transfer Funds

Capital Planning and Space Management → Final Notification of Approved Form 1

Final Notification Distribution List → School/Department Controller University Architect Facilities Operations Maps and Records ITS/AS