

**Appendix 15.2.3a - IFB Bid Package Signature Page Template**

**BEFORE STARTING THE BID SPECIFICATION PACKAGE,  
BE SURE YOU HAVE THE FOLLOWING:**

- 1. BOARD OF REGENTS APPROVAL FOR YOUR PROJECT (IF REQUIRED)**
- 2. "PLAN REVIEW" FROM MOA (IF REQUIRED)**

PROJECT: \_\_\_\_\_

PROJECT NO.: \_\_\_\_\_

PROJECT BID NO.: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_

COST ESTIMATE OF PROJECT: \_\_\_\_\_

BUDGET NO.: \_\_\_\_\_

THE CONTRACT DOCUMENTS HAVE BEEN REVIEWED AND APPROVED BY THE FOLLOWING PERSONNEL

**PROJECT MANAGER:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All Administrative and Board of Regents approvals required by Board of Regents policy have been obtained.

**FISCAL OFFICER:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sufficient funding has been allocated.

**CONTRACTING OFFICER:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DIRECTOR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADMINISTRATIVE ASSISTANT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Documents are finalized, reviewed and converted to PDF for website upload.

**AK PUBLIC ON LINE** (Attach copy of notice) **Date Posted:** \_\_\_\_\_ **By:** \_\_\_\_\_

**AEPLANS WEBSITE** **Date Posted:** \_\_\_\_\_ **By:** \_\_\_\_\_