

Approvals

All approvals occur externally of the OnBase system.

Once a Request Type is approved externally of the OnBase system, the Capital Budget Office will add all relevant approval date details to the Request Type. Below is an example of what the Capital Budget Office will enter into the specific Request Type.

Approvals

Request Number
215-2

	Meeting Date	Approved Date	Carry-Forward Date	Disapprove Date
☒ CBO Review		7/14/2026		
☐ CPRC Review				
☐ Admin Approval				
☐ JBRC Staff Approval				
☒ JBRC Approval	8/18/2026	08/18/2026		
☒ SFAA Approval	8/19/2026	08/19/2026		
☒ Approval OED		08/19/2026		
☒ Budget Loaded		08/20/2026		
☒ Agency Notification		08/20/2026		

Additionally, the complete approved project package will also be uploaded to the Request Type, which can be found on the [Notes/Documents](#) tab.

Below is an example of an uploaded project package and where it can be found in the Request Type on the [Notes/Documents](#) tab.

Upload Approval Documents

Approval Documents

PIP SFAA Approval Document - D500 | P...

Documents

PIP SFAA Approval Document - D500 | Phase I/Phase II - Dennis Building – First Floor ...

Once all relevant approval dates have been added and the complete project package is uploaded to the Request Type, the Capital Budget Office will  Approve the submission.

The Request Type will then move from

Status
CBO Review Complete

 to

Status
CBO Approved

.

In

Status
CBO Approved

, the Request Type will no longer appear in the  [Awaiting Approval](#) filter and  [Admin Approval](#),  [JBRC Approval](#) or  [SFAA Approval](#) filters.

To see all relevant approval details, refer to the **Approvals** tab at the PIP level.

Permanent Improvement Project* **Approvals**

PIP - 9901.620800.000 | Department of Administration | Dennis Building – First Floor Reception Area Renovation

Info

Name	Code
Department of Administration	D500

State Funded Program

State Funded Program	WBS Element	Edit
9901.620800.000	C.D500.0090	

Phase I

Request Type	Approval Date	Estimated Project Closure Date
Establish Phase I	6/16/2026	11/2027

All approvals can also be found at the PIP level within the **Requests** table.

Permanent Improvement Project* Approvals

PIP - 9901.620800.000 | Department of Administration | Dennis Building – First Floor Reception Area Renovation Created By: TEST.SUBMITTER1
6/2/2026 2:35:57 PM

PIP Details

Fiscal Year	Status	
FY2026-2027	Open	
Agency*	Code	Calendar Year
Department of Administration	D500	2026
Project Name*	PIP Number	
Dennis Building – First Floor Reception Area Renovation	958	
PIP Type*	Requestor	
Phase I/Phase II	Submitter1, Test	

Requests

Number	Request Type	Status	State Funded Program	Project Name	External Approvals	Request Approval Date	External Disapprovals
958-1	Establish Phase I	CBO Approved	9901.620800.000	Dennis Building – First Floor Reception Area Renov...	CBO Review - 05/12/2026 JBRC Approval - 06/10/2026 SFAA Approval - 06/16/2026 OED Approval - 06/16/2026 Budget Loaded - 06/18/2026 Agency Notification - 06/18/2026	6/16/2026	

1 - 1 of 1 records Show 100 records

SCEIS Project System Data [Edit](#)

This table must be completed for a new project establishment. These details will become the project's Master Data in SCEIS.

Project Type	Cost Center	Functional Area
Capital	D500BCB005	D500_BCZ0
WBS Element	State Funded Program	
C.D500.0090	9901.620800.000	