

AFTER CLICKING ON THE LINK, A BOX WILL POP UP IN YOUR WEB BROWSER

Project Initiation Request via Provost.pdf
Powered by Box Sign

FILL IN YOUR EMAIL ADDRESS IN THE REQUESTOR'S FIELD

FILL IN THE REMAINING EMAIL ADDRESSES

**CHECK YOUR EMAIL ADDRESSES
THEY WILL NOT AUTO-POPULATE**

for your convenience, the EVP/Provost, the EVP/CAO and the Planning, Design & Construction emails are provided below

rhaggerty@lsu.edu

kjlewis@lsu.edu

project_initiation_forms@docs.e-builder.net
including this email address automatically sends the completed form to PDC

CLICK BEGIN →

Project Initiation Request via Provost.pdf

Please enter the email of the first person to sign.

Requestor

Please enter the emails of the following signers.

Business Manager / Cost Center Manager

Dean / Director / Comptroller

Executive Vice President & Provost

Executive Vice President & CAO

Planning, Design & Construction

Begin

THIS BOX WILL POP UP IN YOUR BROWSER

**IGNORE IT
LITERALLY. YOU CAN CLOSE THE WINDOW.**

The image shows a browser window with a single tab titled "Sign | Powered by Box". The address bar shows the URL: <https://lsu.app.box.com/sign/access-code-validation/bb3be25e-8495-4640-afbf-47697e582e95>. The page content includes a document icon and the title "Project Initiation Request via Provost.pdf" with the text "Powered by Box Sign". A modal window titled "Enter Access Code" is centered on the page. It contains the text: "An email has been sent to the email address you provided with a unique access code. Copy the code here to proceed with your documents." Below this text is a four-digit input field with a "Reset code" link to the left and a "Validate" button to the right. A large, bold, red watermark reading "IGNORE CLOSE THIS WINDOW" is diagonally overlaid across the modal window. A red arrow points from the text "THIS BOX WILL POP UP IN YOUR BROWSER" to the close button (X) of the browser tab.

**YOU WILL RECEIVE AN EMAIL THAT LOOKS LIKE THIS FROM “no-reply@box.com”
CLICK ON “Resume Signing”**

The screenshot shows an email client window with the following content:

- Subject:** FW: Ready-sign-link: Verify your email address
- Sender:** Danielle Welborn (DW) To: Amy H Loe
- From:** Box Sign <no-reply@box.com>
- Sent:** Friday, November 22, 2024 9:26 AM
- To:** Danielle Welborn <dwelborn@lsu.edu>
- Subject:** Ready-sign-link: Verify your email address

A warning banner reads: "You don't often get email from no-reply@box.com. [Learn why this is important](#)"

The main content area features the Box logo and the following text:

**You started signing a document that requires email validation. Here is your access code:
468544**

A blue button labeled "Resume Signing" is positioned below the access code. A purple arrow points from the text "CLICK ON 'Resume Signing'" at the top of the page to this button.

Below the button, the text reads: "Copy and enter the access code above into the access page to continue signing. If you did not start signing 'PIR Provost & CAO 2024-11-22 15:25:58.139180.pdf', please contact support."

CHECK THE BOX AND CLICK ACCEPT & CONTINUE

Sign | Powered by Box

lsu.app.box.com/sign/document/bb3be25e-8495-4640-afbf-47697e582e9f19180418-322a-4620-a7a9-fb4281e75fa6...
Google Maps Personal LSU eBuilder Chase Capital One Credit... Yahoo LSU GeauxGrants

PIR Provost & CAO 2024-11-22 15:25:58.139180.pdf
Powered by Box Sign

Begin

By checking this box you:

- Agree to use electronic records and signatures and confirm you have read the [Electronic Record and Signature Disclosure](#)
- Agree to Box's [Terms of Service](#) and confirm you have read Box's [Privacy Policy](#)

Accept & Continue

PIR Provost & CAO 2024-11-22 15:25:58.139180.pdf • 3 Pages

LSU **PLANNING, DESIGN & CONSTRUCTION**
FINANCE & ADMINISTRATION

PROJECT INITIATION FORM
**indicates a required field*

A. REQUESTOR INFORMATION

Request Date Nov 22, 2024 Requestor's Name

Requestor's Email Requestor's Phone #

Department / College

Project Contact Name Project Contact Email / Phone #

If someone at PDC is currently working on this project here

Check if you would like to schedule a meeting to discuss this project with PDC

TO FILL OUT THE THREE PAGE FORM YOU MAY CLICK THE BLUE "Begin" BUTTON AND CONTINUE THROUGH EACH FIELD BY CLICKING "Next"

Sign | Powered by Box

lsu.app.box.com/sign/document/6e3c79fc-3d97-4188-bf33-c800445a7883/e822547f-64fc-40fe-9fc4-613f0051762c/?signer_token=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1dWlkjoiZTgyMjU0N2YtNjRmYy00MGSZlTmYzQmZjAwNTE3NjJjiwiZW1haW...

PIR Provost & CAO 2024-11-22 16:41:26.498593.pdf
Powered by Box Sign

PIR Provost & CAO 2024-11-22 16:41:26.498593.pdf • 3 Pages

LSU **PLANNING, DESIGN & CONSTRUCTION**
FINANCE & ADMINISTRATION

PROJECT INITIATION FORM
You must complete this form.

A. REQUESTOR INFORMATION

Request Date Nov 20, 2024 Requestor's Name

Requestor's Email Requestor's Phone #

Department / College

Project Contact Name Project Contact email / Phone #

If someone at PDC is currently working on this project, please enter their name here

Check if you would like to schedule a meeting to discuss this project with PDC

B. PROJECT INFORMATION

Project Location / Building / Site Name

Room Number(s) / Project Area

Primary Function / Current Use of Space

Proposed Function / Use of New / Renovated Space

Project Type (click all that apply):

- Renovation/Refurbishment
- New Construction/Addition
- Site/Landscape
- Estimate Only
- Furnishings/Equipment
- Building Exterior/Roof
- Feasibility Study
- Grant Planning
- Other (please specify)

Project Description - Describe the basic scope of your project. Include plans, sketches, specifications or any other additional information. Please indicate any equipment needed as part of this project such as office furniture, lab equipment or carpet.

Project Description

Special Architectural Features (e.g. Suspended Ceilings, etc.) Yes (describe below) No

Feature

1 / 3 100%

OR
YOU CAN SCROLL AND PLACE YOUR CURSOR INTO ANY FIELD

Project Initiation Request Beta (4) 2024-10-24 20:58:45.437044.pdf
Powered by Box Sign

Back Next

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B. PROJECT INFORMATION CONTINUED

Special Electrical Requirements Yes (describe below) No Number of Receptacles Needed (#)

Special Electrical Requirements

Audio / Visual Equipment Needed Yes (describe below) No

AV

Security Alarm System Requirements Yes (describe below) No

Security Alarm

Special Plumbing Requirements (e.g. Drains, emergency showers, gas, air etc.) Yes (describe below) No

Special Plumbing

Heating Air Conditioning, Ventilation & Humidity Requirements

Maximum number of people using the space at one time

Any heat generating equipment in the project (e.g. Computers, copiers, lab equipment, stoves, ovens, etc.) Yes (describe below) No

Heat Generating Equipment

Special Environmental Conditions (e.g. Controlled temperature, humidity, ventilation etc.) Yes (describe below) No

AV

Telecommunication Requirements (Please indicate location of outlets on plans, sketches, etc.)

Number of Data Ports Needed Data Ports

Telephone/Fax Provisions Telephone

- 2 / 3 - 125% +

REV 03.12.2004

ONCE ALL REQUIRED FIELDS (marked with *) ARE FILLED IN, THE "Sign & Finish" BUTTON WILL BECOME BLUE AND BE AVAILABLE
CLICK ON "Sign & Finish" TO SEND THE FORM TO THE FIRST APPROVER

The screenshot shows a web browser window displaying a document from Box. The document is titled "PIR Provost & CAO 2024-11-22 15:25:58.139180.pdf". The form content is as follows:

LSU PLANNING, DESIGN & CONSTRUCTION
FINANCE & ADMINISTRATION

C. SCHEDULE REQUIREMENTS/CRITICAL DATES
Desired Completion Date: **December 31, 2024** Please select any scheduling issues/requirements below.
 Semester Start/End Fiscal Year End Semester Break Time of Day
 Other: [Text Field]

D. PROJECT FUNDING
Account Number*: **PJ000123** Available Funds*: **\$25,000.00**
 FY End Funds expiring this current fiscal year

E. NOTE Please use this space below to provide any additional information.
[Text Area]

F. ATTACHMENTS
Attachment [Text Field]

G. PROJECT APPROVALS
Business Manager / Cost Center Manager
[Signature Line]
Dean / Director / Comptroller
[Signature Line]
Executive Vice President & Provost
Roy Haggerty
[Signature Line]
Executive Vice President & Chief Administrative Officer
Kimberly J. Lewis
[Signature Line]

Navigation: Back, Next, **Sign & Finish**

Page Footer: 3 / 3, 100%, [Zoom Controls]

AND YOU'RE DONE...THE REQUEST HAS BEEN SENT TO THE FIRST APPROVER

← → ↻ 📄 lsu.app.box.com/sign/complete



Create Free Account

Log In

Finished

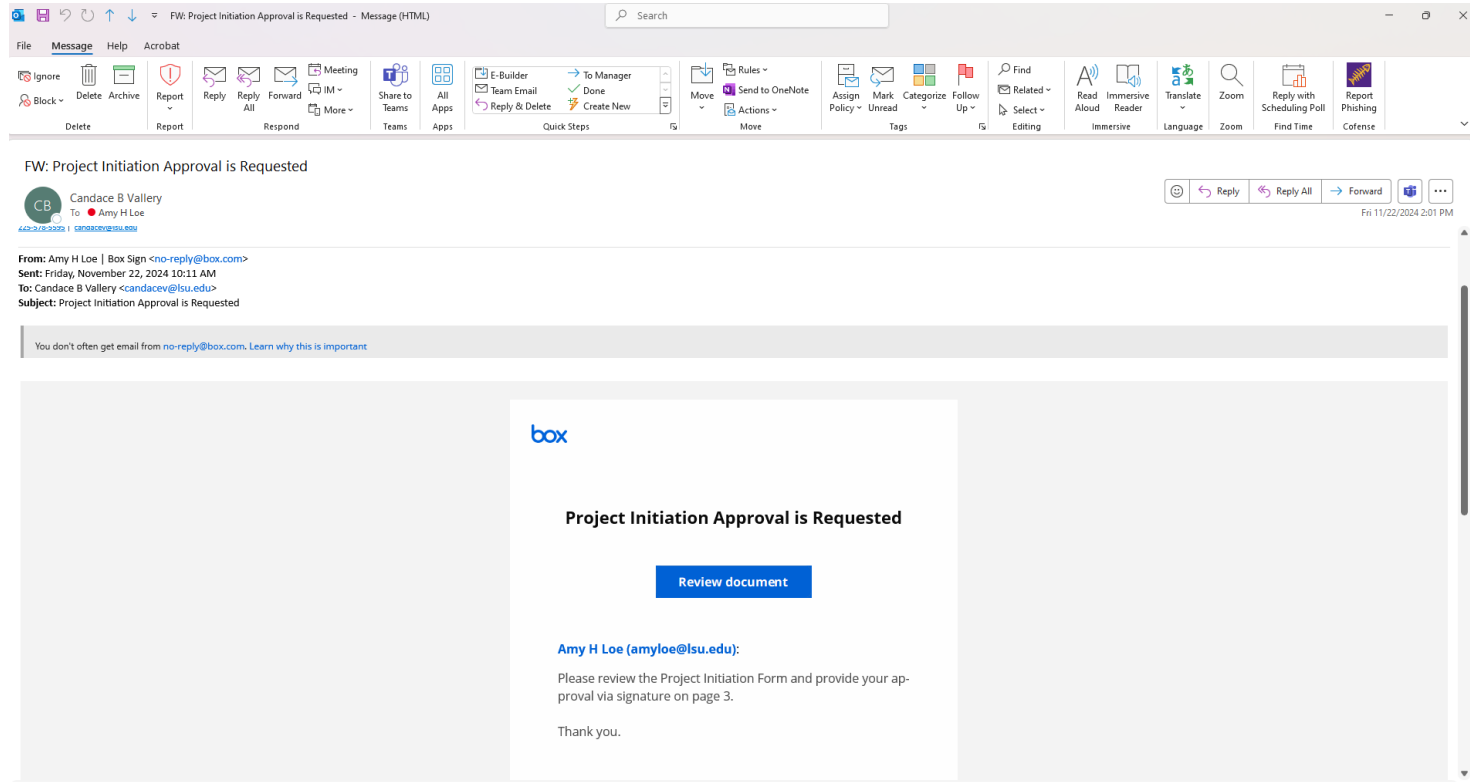
Thank you for completing the request

Once the document is completed, a limited-time link to a finalized copy will be emailed to you, and, if you have a Box account, a copy will be placed in your account.

Create Free Account

Log In

THE APPROVER WILL RECEIVE AN EMAIL FROM “no-reply@box.com” THAT LOOKS LIKE THIS AND SHOULD CLICK ON THE BLUE “Review Document” BUTTON TO SIGN/APPROVE THE REQUEST



AFTER REVIEWING THE DETAILS OF THE REQUEST, THE APPROVER SHOULD FILL IN THE PRINTED NAME FIELD AND SIGN THE REQUEST

The screenshot shows a web browser window with two tabs. The active tab is titled "Sign | Powered by Box" and shows a PDF document viewer. The document is titled "PIR Provost & CAO 2024-11-22 15:25:58.139180.pdf" and is powered by Box Sign. The document content includes the LSU logo and "PLANNING, DESIGN & CONSTRUCTION FINANCE & ADMINISTRATION".

Section C: SCHEDULE REQUIREMENTS/CRITICAL DATES
Desired Completion Date: December 31, 2024. These schedule requirements/schedule requirements below:
Semester Start/End: [] First Year/End: [] Semester Start: [x] First of Day: []
Other: []

Section D: PROJECT FUNDING
Account Number: P3000123 Available Funds: \$25,000.00
FY Fund Funding for this current fiscal year: []

Section E: NOTE: Please see attached below to ensure all information is accurate.

Section F: ATTACHMENTS

Section G: PROJECT APPROVALS
Business Manager / Cost Center Manager: [Business Manager Name] Nov 22, 2024
[Signature] Kate

Dean / Director / Comptroller: [Signature] Kate

Executive Vice President & Provost: Roy E. Aggorty
[Signature] Kate

Executive Vice President & Chief Administrative Officer: Kimberly J. Lewis
[Signature] Kate

Navigation controls at the bottom of the PDF viewer show "3 / 3" pages and "75%" zoom.

Two black arrows originate from the top instruction. One arrow points to the "Business Manager / Cost Center Manager" field, and the other points to the "Signature" field.

TO SEND THE REQUEST TO THE NEXT APPROVER, CLICK "Sign & Finish"

PIR Provost & CAO 2024-11-22 15:25:58.139180.pdf
Powered by Box Sign

Number of Signatories Received
Telephone / Fax Provisions

LSU **PLANNING, DESIGN & CONSTRUCTION**
FINANCE & ADMINISTRATION

C. SCHEDULE REQUIREMENTS/CRITICAL DATES
Desired Completion Date: December 31, 2024. Please select any scheduling issues/requirements below.
Semester Start/End | Fiscal Year End | Semester Break | Time of Day
Other

D. PROJECT FUNDING
Account Number*: PJ000123 | Available Funds*: \$25,000.00
FY End Funds expiring this current fiscal year

E. NOTE Please see the space below to provide any additional information.

F. ATTACHMENTS

G. PROJECT APPROVALS
Business Manager / Cost Center Manager
Candace Vallery | Nov 25, 2024
Date
Signature: Candace Vallery
box SIGN 151R6SKL-SWP8VUJ

Dean / Director / Comptroller
Signature: _____ Date: _____

Executive Vice President & Provost
Roy Haggerty
Signature: _____ Date: _____

Executive Vice President & Chief Administrative Officer
Kimberly J. Lewis
Signature: _____ Date: _____

3 / 3 | 100%

Back Next Sign & Finish

THE APPROVER WILL SEE THIS SCREEN AND THE REQUEST HAS BEEN SENT TO THE NEXT APPROVER

← → ↻ 📄 lsu.app.box.com/sign/complete

☆ 📄 👤 ⋮



Create Free Account

Log In

Finished

Thank you for completing the request

Once the document is completed, a limited-time link to a finalized copy will be emailed to you, and, if you have a Box account, a copy will be placed in your account.

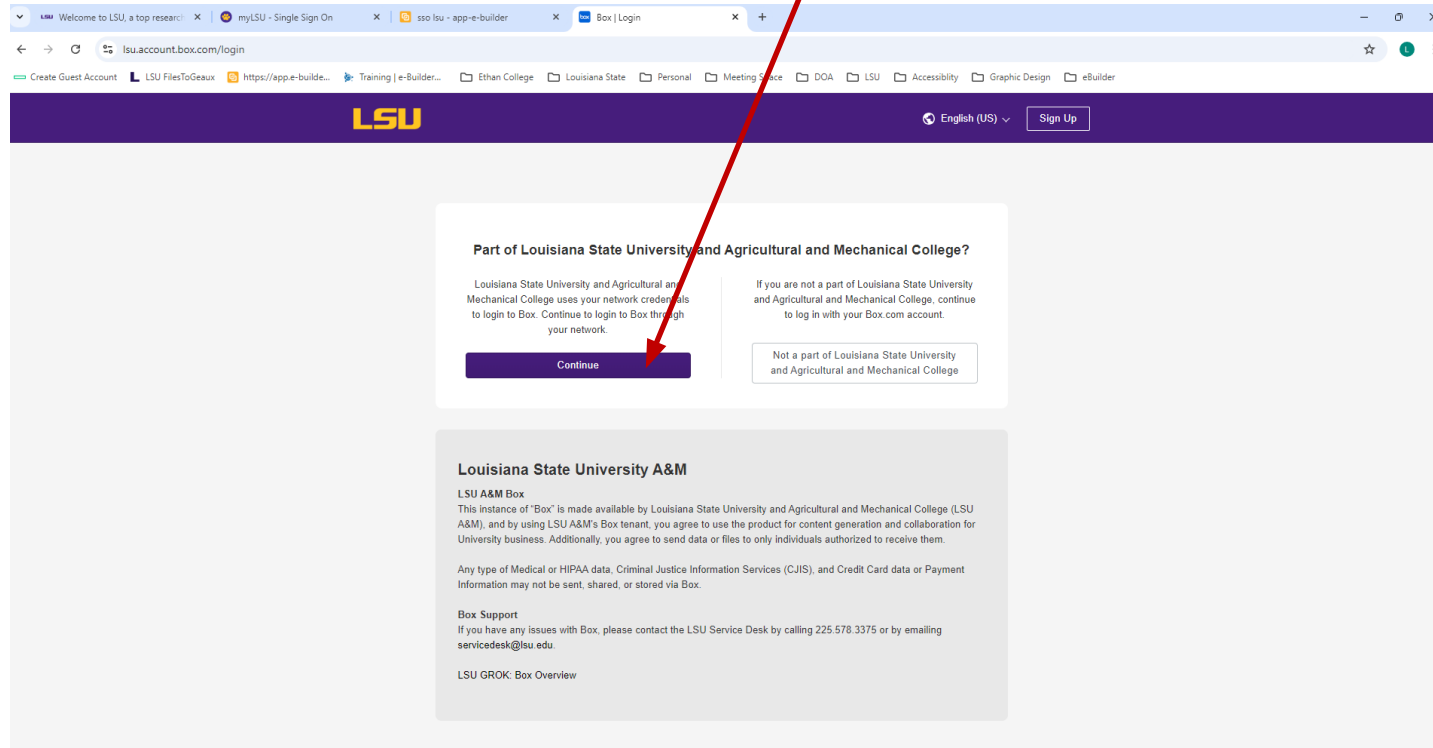
Create Free Account

Log In

TO CHECK THE STATUS OF YOUR REQUEST, GO TO WWW.BOX.COM

(Note: you must go to box.com and not to your Box drive in Windows Explorer)

CLICK CONTINUE



CLICK SIGN

The screenshot displays the Box web interface. On the left is a purple sidebar with navigation options: All Files, Recents, Notes, Canvas, Sign, Relay, Apps, Synced, Trash, My Collections, and Favorites. The 'Sign' option is highlighted with a red arrow. The main content area shows a search bar at the top, followed by 'All Files' and 'Recent Files' sections. Below these are several document thumbnails. A table lists files and folders with columns for NAME, UPDATED, and SIZE.

NAME	UPDATED	SIZE
Project Initiation Request	Today by Box Sign	17 Files
Test PI Form	Oct 22, 2024 by Amy H Loe	50 Files
My Sign Requests	Oct 22, 2024 by Amy H Loe	71 Files
My Signed Documents	Oct 21, 2024 by Box Sign	31 Files
PDC Project Approval	Oct 7, 2024 by Anthony Picado	24 Files
My Canvases	Aug 15, 2024 by Amy H Loe	2 Files
My Collaborations	Aug 14, 2024 by Amy H Loe	1 File
My Documents	Aug 13, 2024 by Amy H Loe	2 Files
My Box Notes	Aug 5, 2024 by Amy H Loe	0 Files
My Archive	Oct 31, 2018 by Amy H Loe	0 Files


CLICK YOUR INBOX

The screenshot shows the Box Sign application interface. On the left is a purple sidebar with navigation options: All Files, Recents, Notes, Canvas, Sign (selected), Relay, Apps, Synced, Trash, My Collections, and Favorites. The main area has a search bar for 'Sign' and tabs for 'Sent Requests', 'Inbox (3)', and 'Templates'. Below the tabs are filters for 'Pending my action', 'Status', and 'From'. A table lists various 'Project Initiation Request Beta' items with columns for Title, Sent date, Last Updated, and Status. The first row is highlighted, and a 'View Details' button is visible in its right-hand corner. A 'Request Signature' button is in the top right. The Windows taskbar is visible at the bottom.


Title	Sent	Last Updated	Status
Project Initiation Request Beta (4) 2024-10-25 16:27:55.169853.pdf From: amyloe@lsu.edu	Oct 25, 2024	Today signed by me	In Progress
Project Initiation Request Beta (1).pdf From: iledo2@lsu.edu	Aug 21, 2024	Aug 21, 2024 signed by me	In Progress
Project Initiation Request Beta (4) 2024-08-20 20:23:32.669475.pdf From: amyloe@lsu.edu	Aug 20, 2024	Aug 20, 2024 signed by Colin A Maus	Completed
Project Initiation Request Beta (4) 2024-08-20 19:45:43.833267.pdf From: amyloe@lsu.edu	Aug 20, 2024	Aug 20, 2024 signed by me	Completed
Project Initiation Request Beta (4) 2024-08-20 18:47:30.912468.pdf From: amyloe@lsu.edu	Aug 20, 2024	Aug 20, 2024 forwarded by Amy H Loe	In Progress
Project Initiation Request Beta (4) 2024-08-20 17:56:39.330410.pdf From: amyloe@lsu.edu	Aug 20, 2024	Aug 20, 2024 cancelled by Amy H Loe	Cancelled
Project Initiation Request Beta (4) 2024-08-20 15:00:11.646202.pdf From: amyloe@lsu.edu	Aug 20, 2024	Aug 20, 2024 cancelled by Amy H Loe	Cancelled
Project Initiation Request Beta (4) 2024-08-20 14:35:01.705865.pdf From: amyloe@lsu.edu	Aug 20, 2024	Aug 20, 2024 cancelled by Amy H Loe	Cancelled
Sent to Requestor (3).pdf From: iledo2@lsu.edu	Aug 15, 2024		In Progress
Sent to Requestor (8).pdf From: amyloe@lsu.edu	Aug 15, 2024	Aug 15, 2024 signed by Stephanie C. Lindsly	In Progress

CLICK ON VIEW DETAILS


A BOX WILL OPEN WITH THE STATUS

 Project Initiation Request Beta (4) 2024-10-24 16:15:46.6066...
In Progress






DOCUMENTS

 Project_Initiation_Request_Beta_(4)_2024-10-24_16:15:46.606614.pdf

ATTACHMENTS

 PMAC Players Entrance Hallway Lighting Quote (002).pdf
Attached by William S Loe

RECIPIENTS

 Amy H Loe Needs a copy	
 William S Loe Signed First	Completed Oct 24, 2024, 11:27 AM
 Matthew N LaBorde Signed Second	Completed Oct 24, 2024, 11:28 AM
 dgaston@lsu.edu Signed Third	Completed Oct 24, 2024, 11:31 AM
 kjlewis@lsu.edu Needs to sign Fourth	Sent Oct 24, 2024, 11:31 AM

[See less](#)

... [Send Reminder](#)