

# Project Approval Process

## ***Projects Less than \$25,000.00***

**Step 1** – Complete the Project Request Form

- a. Link to this form - [Project Purchase Request Form](#)

**Step 2** - Obtain the signed Proposal/Contract from the vendor/contractor

**Step 3** – Email the Project Request form and the proposal/contract to;

**Bob Franz**

[projectrequests@columbuscatholic.org](mailto:projectrequests@columbuscatholic.org)

**Step 4** – Proceed with project. There is no need to wait for final approval from the Diocese

## ***Projects Greater than or Equal to \$25,000.00***

**Step 1** – Complete the following forms;

- a. Project Request Form – Pastor/Principal signature required

Link to this form - [Project Purchase Request Form](#)

- b. Diocesan Addendum – Completed by the Contractor Link

to these forms - [Facilities & Real Estate - Forms](#)

**Step 2** - Obtain the following:

- a. Parish Finance Council Approval – Finance Council meeting minutes are fine
- b. Contractor's Proposal – **Unsigned**
- c. Contractor's Certificate of Insurance
- d. Contractor's Ohio Workers' Compensation Certificate

**Step 3** – Submit all of the above forms to: **Bob Franz**

[projectrequests@columbuscatholic.org](mailto:projectrequests@columbuscatholic.org)

**Step 4** – Await Diocesan approval letter before proceeding with the project.

**Step 5** – Once Diocesan approval letter is received, proceed with the project

**For questions reach out to:**

**Bob Franz**

[projectrequests@columbuscatholic.org](mailto:projectrequests@columbuscatholic.org)

**Office – 614-221-4640**

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