How does a budget get entered?

**Authorized for Design & BOT 1**
- **WHERE**: FAMS, Unifier, & Excel workbook
- **HOW**: Enter project estimate in Contingency
- **WHO**: Project Administrator

**BOT 2 & 3**
- **WHERE**: FAMS, Unifier, & Excel workbook
- **HOW**: Enter detailed budget provided with BOT / ADM
- **WHO**: Project Administrator

**Release for Bid, Construction award**
- **WHERE**: FAMS, Unifier, & Excel workbook
- **HOW**: Complete budget provided with BOT action
- **WHO**: Project Administrator

**Budget Change During Construction**
- **WHERE**: FAMS, Unifier, & Excel workbook
- **HOW**: Enter project estimate in Contingency
- **WHO**: Project Administrator, using updated budget attached to budget change BP

**CM: Updates with Buyout Packages**
- **WHERE**: FAMS, Unifier, & Excel workbook
- **HOW**: Update budget if change because of buyout results (e.g., bid savings)
- **WHO**: Unifier, Project Rep, or Lead Designer; note that if a budget change is initiated, Project Administrator will update. FAMS / Excel Project Administrator. Project team must communicate with administrator!

**Minor**
- **WHERE**: FAMS, Unifier, & Excel workbook
- **HOW**: Enter project estimate in Contingency
- **WHO**: Project Administrator

**PO**
- **WHERE**: Unifier
- **HOW**: Enter project estimate in Contingency
- **WHO**: EAS Front Office

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**WHERE**: FAMS, Unifier, & Excel workbook
- **HOW**: Enter project estimate in Contingency
- **WHO**: EAS Front Office

**WHERE**: Unifier
- **HOW**: Enter project estimate in Contingency
- **WHO**: EAS Front Office

**WHERE**: Unifier
- **HOW**: Enter project estimate in Contingency
- **WHO**: Project Representative

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**WHERE**: Unifier, Project Rep, or Lead Designer; note that if a budget change is initiated, Project Administrator will update. FAMS / Excel Project Administrator. Project team must communicate with administrator!