

# Non Substantive Change Request

**Approved By**

*Randy Cole*

**Approved Date**

6/25/2012 2:52:52 PM

**Controlling Board Number**

UTO0100157

**Agency Code Submitted From**

UTO01

**User Submitted By**

debra.george

**Shorttitle**

UTO0100157 AE Waiver Required

**Change Description**

Since the revised Controlling Board form moved "Agency Released Competitive Opportunity" out from under "Waiver of Competitive Selection" and because we had conducted an AE evaluation/selection process, I presumed a "waiver" was no longer required. So, I submitted UTO0100157 as a OBM Director Sign-Off, which was approved on 5/14/12. However, when having trouble encumbering the funds for UTO0100157, I found out from OBM (Budget Analyst) that the process had not changed when eCB form was revised, so since amount exceeded threshold, the Request should have been a Controlling Board "waiver". They instructed me to submit a Non-Sub Change Request, as well as a CB Waiver (Only) Request, which will be coming (UTO0100163).