

MEMORANDUM

TO:

THROUGH: Evelyn R. Armstrong, Superintendent
Building Maintenance and Construction Work Control

FROM: Lonnie L. Evans, Director
Building Maintenance & Construction

DATE:

SUBJECT: Customer Project Request (CR) Approval/Disapproval

SCOPE:

We have estimated your requested work to cost \$ _____, as indicated on the enclosure. However, if this estimate seems high or low, please contact us to review the scope of the work estimated. We want to ensure a mutual understanding of your requirements.

Please sign below and indicate approval or disapproval to establish a construction account (if project cost exceeds \$10,000.00) or encumber funds against account _____ for the estimated amount. Prompt approval and return to Building Maintenance and Construction will permit us to schedule your work for accomplishment.

Failure to respond within 90 days will result in cancellation of the work order. Records of canceled projects are not maintained in our files.

For your convenience, you may fax your approval to Building Maintenance & Construction's direct fax line at (806) 742-4519.

Please direct inquiries to Eddie Ramirez at 834-2779.

ERA/er

Enclosure

APPROVED **DISAPPROVED**

SIGNATURE AUTHORITY

DATE

COMMENTS: _____