

MEMORANDUM

TO:

THROUGH: Kassi Cauthorn
Building Maintenance & Construction Work Control

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

DATE:

SUBJECT: Customer Project Request Approval/Disapproval

SCOPE:

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

Please sign below indicating your approval or disapproval to establish a construction account (if project cost exceeds \$25,000.00) or encumber funds against account _____ for the estimated amount. Prompt approval and return to Building Maintenance & Construction will permit us to set up a construction account or encumber funds and 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 Kassi Cauthorn 742-4677.

Enclosure

APPROVED **DISAPPROVED**

SIGNATURE AUTHORITY

DATE

COMMENTS: _____