MEMORANDUM

TO: Kassandra Cauthorn, Unit Manager
   Facilities Maintenance Work Control

THROUGH: Lonnie L. Evans, Senior Managing Director
          Facilities Maintenance & Construction

FROM: Lonnie L. Evans, Senior Managing Director
       Facilities Maintenance & Construction

DATE: July 20, 2022

SUBJECT: Customer Project Request (CR) Approval/Disapproval
          Project

SCOPE:

We have estimated your requested work to cost $__________, as indicated on the enclosure. Since the estimated amount is greater than $25,000.00, we will need to create a separate construction account.

Please sign below and indicate approval or disapproval to transfer funds against FOP _____________ for the estimated amount. Prompt approval and return to Facilities Maintenance will permit us to begin the construction account set-up process. Once the construction account is in place, we will 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 email your approval/disapproval to FMC to Operations Division Work Control Staff at: Operations.WorkControl.staff@ttu.edu

If there are any questions, please contact us to review the scope of the work estimated. We want to ensure a mutual understanding of your requirements.

Please direct inquiries to work control at 742-4OPS / 742-4677

LLE/KLC

Enclosure
☐ APPROVED  ☐ DISAPPROVED

___________________________________________   ____________________
SIGNATURE AUTHORITY                          DATE

___________________________________________   ____________________
PROVOST/ VP/ DEAN SIGNATURE                   DATE
Required if Fund Source 16K is used

___________________________________________   ____________________
CHIEF FINANCIAL OFFICER SIGNATURE             DATE
Required if Fund Source 16G is used

COMMENTS:________________________________________________________________