



TEXAS TECH UNIVERSITY  
Operations Division

Physical Plant

## MEMORANDUM

**TO:**

**THROUGH:** Kassandra Cauthorn, Unit Manager  
Facilities Maintenance Work Control

**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](mailto: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  
**Required if Fund Source 16K is used**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER SIGNATURE  
**Required if Fund Source 16G is used**

\_\_\_\_\_  
DATE

COMMENTS: \_\_\_\_\_