Cancellation Request Form

This form is used to provide the City Auditor's Office with the necessary information to properly cancel encumbrances/purchase orders/auditor certificates that are no longer required in Performance Series.

Division No./Name	59/Public Service - OSS	Division Head Signature	
Preparer's Name	Russell Figley		*Jonyph Gallagh/Sw1*
Title	Management Analyst II	Department Head Signature	
Phone	645-6202		

Date: 07/26/17 **Fund:** 704 **Fund Name:** _Streets & Highways GO Bonds_

Legislated Direct Purchase Orders (DL, EL, FL, UL):

Trans Code (Auditor)	CM Doc No (Auditor)	Dept	Doc Type	Doc No	Year	Amount	Entire Balance (Y/N)	Vendor Name
		59	EL	016040	2013	**$877,990.95**	Y	RESOURCE INTERNATIONAL INC

From: Roberts, Doug
Sent: Monday, July 24, 2017 12:54 PM
To: Wentzel, Steve J.; Crawford, Thomas L.
Cc: Hines, Jud M.; Stewart, Terry L.
Subject: FW: 590105-100015 Pedestrian Safety Improvements – Franklinton Community Mobility Plan
Importance: High

Steve / Tom

For the **590105-100015 Pedestrian Safety Improvements – Franklinton Community Mobility Plan** contract with Resource International, we have a current unspent balance of $877,990.95.

We need to do a partial cancellation of $627,990.95 funds on the contract, leaving a balance of $250,000.00 for an additional task, that is getting ready to start.

Please cancel the amount described, and as I understand it, issue a new PO for the remaining $250,000.00.

As noted, if there is a need to coordinate with Resource's fiscal office, please do so, and let me know if there is anything else you would need from me.

Thanks.

Doug