

InterOffice Memorandum
August 15, 2014

To: John Griffin/Buyer II

From: Dan James/Facilities Director

RE: Authorization to Advertise for Bids: Supplies: Electrical Parts and
Materials, IFB No. 2014-216

I am requesting authorization to advertise for bids for Supplies: Electrical Parts and Materials, IFB No. 2014-216.

I appreciate your consideration of my request. If I can be of further assistance please do not hesitate to contact me at extension 5331.

C:advertiseforbidsupplyselectricalsupplies2014216