



Environmental Protection Agency

John R. Kasich, Governor
Mary Taylor, Lt. Governor
Craig W. Butler, Director

Current Date

Vendor Name
Address
City, State Zip

RE: Authorization for Extenuating Funds
Contract Number CSPxxxxxxx
Letter of Approval for Request # _____.

This is your official notice of approval for the Request for Extenuating Funds Dated xx-dd-yyyy in the amount of \$xxx.xx for State Fiscal Year 20xx (July 01, 20xx - June 30, 20xx). Please proceed with the work as detailed in the Request. For billing purposes please use purchase order number _____ . Also include copy of this letter with invoice.

Breakdown of Current Year Repair Costs

Current Approved Amount of Request #	
Cumulative Approved Amount of Requests thru Request #	

Sincerely,

Contract Administrator
Ohio EPA
Office phone:
Email address:

cc: Site Coordinator, EPA-district office