

## Policy for Construction in Progress

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### Exhibit C EXAMPLE OF EMAIL DOCUMENTATION

Dear, [OFPC Project Management Staff Member],

For fiscal year accrual purposes the accounting staff will need an estimate of the payment amount on for all current vendors who will be completing work before the end of the fiscal year, but will not be submitting an invoice prior to Sept 1<sup>st</sup>. Please contact the vendors on your project in order to come to an agreement on these amounts and return the information to OFPC accounting no later than August 31<sup>st</sup>. With the amount please include: vendor name, project number, and period covered. Please note these estimates should be based on work performed from the first day of the month through the last day of the month, so you may have more than one estimate for a project. Below is a list of your vendors and the periods needed for each.

Thank you,  
[OFPC Accounting Person]

Job 401-XXX  
Vendor: Vaughn – 7/1-7/31/05; 8/1-8/31/05  
Vendor: EAB – 8/1-8/31/05

Job 402-XXX  
Vendor: HOK - 8/1-8/31/05  
Vendor: BFW – 8/1-8/31/05

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