

Avaltroni, Robert

From: Smyth, Virginia
Sent: Wednesday, October 02, 2002 11:49 AM
To: Avaltroni, Robert
Subject: RE: CHANGE ORDER DELEGATIONS

Do we need to do a written delegation for each change order that Mike may sign in Bob's absence, or can we submit one memo to cover all instances? Do you have a sample copy of what it needs to include?

-----Original Message-----

From: Avaltroni, Robert
Sent: Wednesday, October 02, 2002 9:34 AM
To: Smyth, Virginia
Subject: FW: CHANGE ORDER DELEGATIONS

FYI

-----Original Message-----

From: Fenves, Carol
Sent: Wednesday, October 02, 2002 9:21 AM
To: Principe, Mike; Lopez, Alfonso; Greeley, Douglas; Kurtz, Warren; Avaltroni, Robert; Tazzi, Louis; Collins, Betsy; Licata, Angela; McClain, Dennis
Cc: Moss, Andrew; Carby, Sylvester; Schiano, Frank
Subject: CHANGE ORDER DELEGATIONS

In light of the recent retirements by numerous DEP staff, it is necessary to revise the attached list giving authorization to approve change orders at the different dollar value levels. Please take the attached list of employees and make the changes necessary for your bureau.

Please return your annotated list to me by no later than Wed. October 9, 2002. Once the list is complete I will distribute it to all concerned personnel. Thank you for your attention to this matter. << File: delegations.wpd >>