



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-0001, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 1, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authorization to execute change orders to decrease purchase orders or carryforward FY2017 encumbrances to FY2018

Dear Sir:

The attached list of purchase orders have encumbered funds designated for FY2017. The District is requesting authorization to execute change orders required to decrease the encumbered funds for FY 2017 for these purchase orders. Some of the change orders will result in the respective purchase order being closed.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute said change orders.

Monies will be restored to Funds 101, 201, 401, 501, and 901, where appropriate.

If the FY2017 encumbrance is required for FY2018, the District is requesting authorization to carryforward the encumbrance to FY2018.

It is hereby recommended that the Board of Commissioners authorize the Administrative Services Officer to execute said carryforward process.

Funds will be encumbered in Funds 101, 201, 401, 501 and 901, where appropriate.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:ms  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for February 1, 2018

Attachments