**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

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REFERRED FOR ACTION

ANSWER FOR MY SIGNATURE

FOR FILE

FOR YOUR INFORMATION

FOR SIGNATURE

RETURN TO ME

PLEASE SEE ME

PLEASE TELEPHONE ME

FOR APPROVAL

PLEASE ADVISE ME

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



(225) 242-\* FAX NO. (225) 242-4692

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RECOMMENDED FOR APPROVAL DATE

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RECOMMENDED FOR APPROVAL DATE

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RECOMMENDED FOR APPROVAL DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

APPROVED DATE

**\*(Project Caption)**

**MEMORANDUM**

**TO:** LESHA WOODS

DOTD FINANCIAL SERVICES ADMINISTRATOR

**FROM:** \*

PROPERTY MANAGEMENT AGENT

**DATE:** May 22, 2015

**SUBJECT:** SECTION 23

R/E CHECK CANCELLATION

\*

FILE NO.

The attached Real Estate Check No. \*, dated \*, in the amount of \* is being returned to you for cancellation due to the following reason:

\*

(If need another check) Please reissue using Real Estate Voucher No. \*.

\*/\*

Attachments

cc: Property Management Office

Accountant Manager