

Example
**Documentation for Approval to Process Recurring Payments
with a Set Dollar Amount**

April 3, 2003

To: John Doe, Business Processing Staff

From: Joe Q. Public, Department Head

Subject: Approval for Recurring Payments

The purpose of this memo is to document my authorization for Department ABC to process invoices consistent with the property management services contract held by XYZ Company, summarized as follows:

<u>Period of Time</u>	<u>Monthly Charge (as per contract)</u>
April 1, 2003 – November 30, 2003	\$43,710.30
December 2003	\$43,710.96
January 1, 2004- - November 30, 2004	\$45,698.00
December 2004	\$45,697.66

It is understood that any inconsistencies will be cleared by me prior to payment.