

**Rider E  
Sample Service Order**

**THE CALIFORNIA STATE UNIVERSITY  
CEQA Services Master Enabling Agreement  
*Service Order & Authorization to Proceed***

[Date]

To:

Subject: [Campus]  
[Project Number] - [Project Name]  
Provider Service Order & Authorization to Proceed Number: [insert]

In accordance with the provisions of the California State University (CSU) Systemwide Master Enabling Agreement Number \_\_\_\_\_, you are hereby authorized to provide California Environmental Quality Act services for the [Campus project number, project name].

The Service Provider shall not perform services in excess of this Service Order without prior written Authorization to Proceed from the CSU.

Service Provider shall report to:

[CSU Campus Name]  
[Campus Department]  
[Executive Facility Officer or designated campus Project Manager]  
[Campus Address]  
[Campus Project Manager's Phone Number]

The total amount to be expended under this Service Order shall not exceed **[written and numerical dollar value]** inclusive of reimbursables, regardless of Service Provider's cost in performing these services.

Submit a single signed invoice per project with Agreement Number and Service Order & Authorization to Proceed Number in order to identify services. Direct invoices to the project manager named above.

Questions regarding this authorization shall be directed to the above-named project manager.

Approved:

Fund Certified:

\_\_\_\_\_  
Executive Facilities Officer  
Campus Department and Address

\_\_\_\_\_  
Campus Accounting/Purchasing Agent

Attachment: Scope of Work, Schedule, and Fee  
cc: Anne Collins-Doehne, Capital Planning, Design and Construction, CSU Office of the Chancellor  
File