

THE CALIFORNIA STATE UNIVERSITY
Exhibit C – Service Order & Authorization to Proceed
Commissioning Services

[Date]

Mr. John Andary, Senior Principal
Integral Group
427 13th Street
Oakland, CA 94612

Attn: Mr. Andary:

[Project Name], [Project Number]
[Campus]
Service Order & Authorization to Proceed Number: [insert #]

In accordance with the provisions of the Systemwide Master Enabling Agreement No. 180467 you are hereby authorized to provide Commissioning (Cx) Services for the [subject project]. Services provided shall be in accordance with [MEA Exhibit A: Commissioning for CSU Projects] “Scope of Services” [for small, medium or large – (traditional Cx only) projects].

Additionally, please provide the following related extra service(s): [insert brief description]

The Service Provider shall not perform services in excess of this Service Order without prior written authorization to proceed from the University.

Service Provider shall report to:
[CSU Campus Name]
[Campus Department]
[Executive Facility Officer or designated campus project manager]
[Campus Address]
[Campus Project Manger’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. It is expected that this project will be completed within [insert number of days to complete] Service Provider shall submit all invoices in duplicate with the Agreement and Service Order & Authorization to Proceed number on each copy to the project manager named above.

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

Approved,

Fund Certified,

[Name]
[Department Head]
[Department]

[Name]
[Accounting/Fiscal Officer]
[Department]