

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

[Date]

Power Engineering Services, Inc.  
2703 Saturn Street  
Brea, CA 92821

Attn: Ms. Effenberger:

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

In accordance with the provisions of the Systemwide Master Enabling Agreement No. 180469 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]