

## **Debra Benson - Change Order Approval - William Pfeiffer**

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**From:** Dori Hooker  
**To:** Vicky Trotter  
**Date:** 5/23/2014 8:21 AM  
**Subject:** Change Order Approval - William Pfeiffer  
**CC:** Debra Benson; Dena Funkhouser; Sonia Fagan

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Hi, Vicky,

We need to do a change order to the William Pfeiffer PO (#147910). We also need to add cost center 91 SA93730 98 for \$700.00. Dr. Baker and I are the only two on this signature card and we are both of out town. Since this change order needs to be processed as soon as possible, please use this email as authorization for this change order and approval to use 91 SA93730 98 for this \$700 change.

Please let me know if you have any questions.

Thank you,

Dori Hooker

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