

Memo

To: File
From: Cody Taylor Procurement Specialist
Date: September 13, 2023
Re: APO GSD2400000068 Blvd Parking Tree Removal (EPO)

Please let this memo serve as justification for the subject Purchase Order. A storm caused a down tree on the Boulevard where the legislature park. Director McHugh Deemed it an emergency to get the tree removed immediately given the location on the Blvd. I am authorizing this as an emergency purchase.

Cody Taylor
Procurement Specialist
General Services Division