**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

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 REFERRED FOR ACTION

 ANSWER FOR MY SIGNATURE

 FOR FILE

 FOR YOUR INFORMATION

 FOR SIGNATURE

 RETURN TO ME

 PLEASE SEE ME

 PLEASE TELEPHONE ME

 FOR APPROVAL

 PLEASE ADVISE ME

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



(225) 242-\* FAX NO. (225) 242-4692

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RECOMMENDED FOR APPROVAL DATE

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RECOMMENDED FOR APPROVAL DATE

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RECOMMENDED FOR APPROVAL DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

APPROVED DATE

**\*(Project Caption)**

**MEMORANDUM**

**TO:** LESHA WOODS

DOTD FINANCIAL SERVICES ADMINISTRATOR

**FROM:** \*

PROPERTY MANAGEMENT AGENT

**DATE:** May 22, 2015

**SUBJECT:** SECTION 23

 R/E CHECK CANCELLATION

 \*

 FILE NO.

The attached Real Estate Check No. \*, dated \*, in the amount of \* is being returned to you for cancellation due to the following reason:

 \*

 (If need another check) Please reissue using Real Estate Voucher No. \*.

\*/\*

Attachments

cc: Property Management Office

 Accountant Manager