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October 20, 2009

Thayer Rorabaugh
Transportation Manager
City of Vancouver
PO Box 1995
Vancouver, WA 98668-1995

Subject: Submittal of Monthly Invoices

Dear Mr. Rorabaugh:

This letter is to inform you of the requirements to submit your agencies actual direct and related indirect costs of the project each month that services are provided.

The Special Transportation Planning Study Agreement signed by your organization states the "Agency shall submit to the STATE requests for funds **as they are expended on the project**, but not to exceed one such request every month. Timely submittal of invoices is necessary in order to report accurate expenditures and manage funds.

I have enclosed a spreadsheet showing your agency's agreement number, expiration date of agreement, remaining funds and the last month an invoice was submitted. If you have any questions regarding this letter or submittal of monthly invoices please do not hesitate to call Keith Daly at (360) 816-8870.

Sincerely,

A handwritten signature in blue ink that reads "Douglas P. Ficco".

Douglas P. Ficco, P.E.
Project Director

KAD: kd
Enclosure

cc: Document Control

CRC AGREEMENT INFORMATION

<u>AGENCY</u>	<u>AGREEMENT NO.</u>	<u>EXPIRES</u>	<u>REMAINING FUNDS</u>	<u>DATE LAST INVOICE RECEIVED</u>
City of Vancouver	GCA6007	12/31/09	\$75,260.74	July-09