

TENNESSEE STATE UNIVERSITY
3500 John A. Merritt Boulevard
Nashville, Tennessee 37209-1561

NOTICE TO PROCEED ORDER

(This becomes a quality management tool and record when completed.)

TO: _____

Notice to Proceed Order

Number: _____

Dear _____:

You are hereby authorized to proceed to provide the goods and/or services effective on the date indicated below pursuant to the authority cited under which this Notice to Proceed Order is issued. You are to provide the necessary labor and materials to fulfill the requirements in accordance with the terms and conditions of the authority cited or when amended or until terminated in a manner so prescribed by the authority.

Services to be performed:

<u>Authority:</u>	<u>Special Instructions:</u> All duly authorized work issued pursuant to the authority cited herein must be performed between the regular operating hours of 8:00 a.m. and 4:00 p.m., Monday – Friday. All work to be performed prior to or after the above stated operating hours, including work that must be performed on Saturdays and Sundays, must be considered an absolute necessity and be in the best interest of the University. Should a need to work becomes a matter of necessity, an Authorization to Work on Campus After Regular Operating Hours form must be completed and approved by the individual issuing the Notice to Proceed Order and a copy provided to the Campus Police. Failure to follow these instructions may result in non-payment.
Vendor to contact the following person before proceeding: Name: _____ Telephone () _____	

Issued By:	Title:	Date:
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cc: Procurement Services