

## Womble, Pebbles

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**From:** Presson, Scott  
**Sent:** Wednesday, March 10, 2010 11:18 AM  
**To:** Sands, Jon  
**Subject:** FW: Subject Line for ALL Work Orders and Supplemental Agreements

FYI. Here was the email I sent earlier to the OCE's regarding subject lines on SA's/WO's.

Scott Presson, P.E.  
District 1 Construction Services Manager  
Florida Department of Transportation  
District 1

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**From:** Presson, Scott  
**Sent:** Monday, March 08, 2010 8:21 AM  
**To:** Calder, Kathleen M; Jones, William R; Holden, David; Anderson, John C; Grace, Lance; Harris, Benjamin  
**Cc:** Muse, Terry; Zagardo, Lawrence; Richey, Amy  
**Subject:** Subject Line for ALL Work Orders and Supplemental Agreements

Good Morning Operations Engineers,

As the new Construction Services Manager, I would like to propose a modification to the current Process of Work Orders and Supplemental Agreements. Our office respectfully requests that all incoming Work Orders and SA's sent to Larry Zagardo, Terry Muse (for Design/Build Contract WO's/SA's ONLY), and myself have the following subject line in the email:

For Work Orders: WO Draft Review/Contract #/FPID #/FAP # (or N/A if non-Fed Funded)/\$ Amount  
For SA's: SA Draft Review/Contract #/FPID #/FAP # (or N/A if non-Fed Funded)/\$ Amount

I apologize in advance if this requires a little more time from the PA's, but the intent is to standardize the subject line so that WO's/SA's can be identified more quickly in all the emails received in this office. This in turn should lead to quicker response times from our offices to help the PA's administer their contracts more effectively.

Let me know if your offices have any questions or comments. Thanks.

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