

MINUTES OF THE DECEMBER 13, 2012
REGULAR MEETING
AND BUDGET HEARING
OF THE PUEBLO CONSERVANCY DISTRICT

Directors Present: Paul Willumstad, Donna Phillips, Sean Tapia (10:52)

Also Present: Administrator Rick Kidd, Counselor Don Banner

Guests: Kim Kock, NorthStar Engineering-Appraisal Group
Carla Sikes, City of Pueblo Assistant City Attorney
Matt Cordova, Incoming Director

With a quorum present, the Pueblo Conservancy District regular board meeting was called to order at 10:45 am. The Budget Hearing was moved on the agenda to allow Sean Tapia to be present.

Minutes:

The minutes of the November 19 special meeting and November 28, 2012 regular meeting were reviewed. Phillips moved to approve the minutes. Motion passed.

Treasurer's Report:

There was no November accountant's report due to the early meeting. Phillips moved to pay the bills. Motion passed.

Bills – The following bills were posted for review and approval:

\$ 325.00	MBD&G, Monthly Accountant fees
\$ 400.00	Banner and Bower, Attorney fees
\$14,713.43	Banner and Bower, Appraisal Professional Services
\$ 500.00	Kidd Engineering, Administrator/Engineer fees
\$ 375.00	Kidd Engineering, 11-19-12 Special Meeting
\$ 56.61	Tapia, Director's Fee
\$ 56.61	Phillips, Director's Fee
\$ 56.61	Willumstad, Director's Fee

Maintenance Fee Assessment / Appraisal –

Banner reported that he had not heard any negatives from the Treasurer's Office. He has not heard from Tom Mullans about actions that the Pueblo West Metropolitan District may decide to take. Kock said that he had spent some time with Mullans and the assessment was mentioned but he did not have a read on Mullans' position. He stated that Mullans had met with David Lytle and he may be requesting a formal meeting with Kock. Kidd said he had talked with Rick Jones, from the Assessor's Office and he said that the information provided on flash drive appeared adequate.

BUDGET HEARING

Having the full Board present, the Budget Hearing was called to order at 11:00 am.

Kidd presented the Budget. He reported that he had provided more separation of the levee work to be done to provide more definition to the tasks. However, the budget numbers were the same as those discussed at the November meeting.

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Willumstad moved to approve the 2013 Budget. Phillips seconded. Motion passed.

The Budget Hearing was closed at 11:07 am.

President's Report-

Tapia welcomed Matt Cordova to replace him as a Director. He thanked the Board for the work that they had done, their support of him, and gave his appreciation for their tolerance of his position.

Willumstad moved to accept Tapia's resignation, with regret, effective at the end of this meeting. Phillips seconded the motion also noting that it was with regret that the Board had to take this action. Motion passed.

Administrator's Report-

NorthStar has provided a map for the Town area, showing the Tier 3 Boundary and the current Preliminary FEMA Floodplain. Banner will have the map mounted and framed.

Old Business:

Tapia Replacement – Banner stated that Matt Cordova took the oath of office prior to the start of the meeting. He will forward that oath to Judge Alexander and he will appoint Cordova to complete Tapia's term.

IGA with City of Pueblo – Banner and Sikes reported that the IGA had been signed. Kidd said that the City Finance Department had contacted him to request information for issuing the check.

New Business:

Election of Officers – Phillips nominated Willumstad for President and Cordova to replace him as Treasurer. Phillips said she was willing to remain as the Secretary. Motion passed

Excess Properties – Phillips reported that there may be interest in purchasing some or all of the District's excess properties. Kidd said that the descriptions for the properties were not well defined and he did not feel comfortable in soliciting interest at this time. Banner stated that some of the properties were not monumented with property pins. What the District has done in the past is that properties were sold with a Quit Claim Deed, with a reservation of a right to access as required for flood control and maintenance. He also stated that the District required the purchaser to have a formal land survey prepared. The Board said for Kidd to prepare information concerning excess property areas and bring this discussion back at a later meeting.

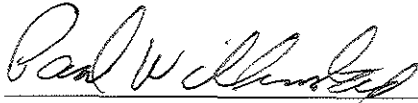
Division of Parks and Wildlife – The Board requested Kidd to bring them back to the March meeting so that we can keep a dialogue going with them.

2013 Meeting Dates -- After discussion it was decided to continue holding the regular meetings on the fourth Wednesday of the month at 11:00 am. It was noted that the fourth Wednesday in December is Christmas day, so the December 2013 meeting will be held on the 18th.

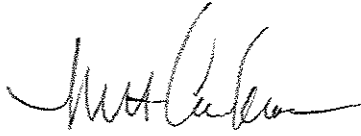
December 13, 2012 Minutes, Page 3 of 3

There being no further business to come before the Board, the business meeting was adjourned at 11:27 am. The next regular meeting date will be January 9, 2013, at 9:00 am, or later as required for the Court hearing.

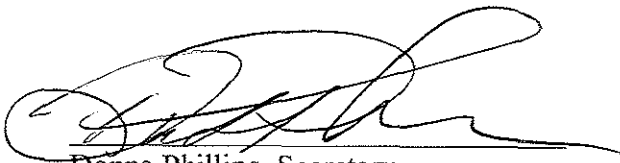
APPROVED:



Paul Willumstad, President



Matt Cordova, Treasurer



Donna Phillips, Secretary

THE PUEBLO CONSERVANCY DISTRICT

NOTICE OF
BUDGET HEARING
AND
REGULAR MEETING

DATE: DECEMBER 13, 2012 (THURSDAY) AT 10:30 A.M.
PLACE: SOUTHEASTERN COLORADO HERITAGE CENTER,
201 WEST B STREET, PUEBLO, COLORADO

1. ROLL CALL
2. FINAL BUDGET ADOPTION
3. APPROVAL OF THE NOVEMBER 28, 2012 REGULAR MEETING MINUTES
4. TREASURER'S REPORT
 - a. ACCOUNTANT'S COMPILATION REPORT
 - b. PAYMENT OF BILLS
5. MAINTENANCE FEE ASSESSMENT
6. PRESIDENT'S REPORT
7. ADMINISTRATOR'S REPORT
8. REPLACEMENT OF SEAN TAPIA
9. OLD BUSINESS
 - a. City of Pueblo Maintenance Fund IGA
10. NEW BUSINESS
 - a. 2013 Meeting Dates
11. OTHER BUSINESS AS MAY BE BROUGHT BEFORE THE BOARD
12. ADJOURNMENT

2013 SCHEDULED MEETING DATES:

January 9, 2013, 9:00 am

**PUEBLO CONSERVANCY DISTRICT
2013 BUDGET**

	2013 BUDGET
REVENUES	
Interest	\$ 30,000.00
Unrealized Gains	
Maintenance Fund Assessment	\$ 314,000.00
City of Pueblo Maintenance Fund IGA	\$ 50,000.00
Other Income	\$ -
Cost of Sales	\$ -
Total Revenues	\$ 394,000.00
EXPENDITURES	
Legal Fees	\$ 6,000.00
Directors Fees	\$ 7,200.00
FICA Taxes	\$ 551.00
Engineer/Administrative	\$ 7,200.00
Audit & Bookkeeping	\$ 4,200.00
Insurance/Bonds	\$ 3,200.00
Office Expense	\$ 500.00
Office Rent/Storage	\$ 1,000.00
Professional Fees	\$ 10,000.00
Appraisal Assistance on Non-Profits	\$ 20,000.00
Travel	\$ -
Repairs & Maintenance	\$ 20,000.00
Arkansas River Levee Repairs	\$ 125,000.00
Arkansas River Levee Certification Preliminary Work	\$ 165,000.00
Wildhorse/Dry Creek Levee Design Preliminary Work	\$ 15,000.00
Wildhorse/Dry Creek Levee Design	\$ 50,000.00
Wildhorse/Dry Creek Levee Construction	\$ 150,000.00
Contingencies	\$ 20,000.00
Emergency Repairs	\$ 15,000.00
Capital Improvements	\$ 5,000.00
Planning & Development	\$ 5,000.00
HARP -- IGA Contribution	\$ 65,000.00
HARP -- O&M	\$ 10,000.00
Total Expenditures	\$ 704,851.00
Excess of Revenues Over (Under) Expenditures	\$ (310,851.00)
Beginning Reserve Fund Balance	\$ 873,407.00
Ending Reserve Fund Balance	\$ 562,556.00

PUEBLO CONSERVANCY DISTRICT

NOVEMBER 2012 - DECEMBER 2012

RECEIPTS

VENDOR	ITEM	AMOUNT
First Clearing, LLC	Interest Payment	\$ 460.74
First Clearing, LLC	Interest Payment	\$ 386.88
Pueblo County Treasurer	Maintenance Fund Assessment	\$ 7.72
		\$ 855.34

DEBITS

VENDOR	ITEM	AMOUNT	CHECK	CODE
Black Hills Energy	Electrical Billing	Prepaid 2,250.00		105
MBDG, PC	Bookkeeping	\$ ~~352.00~~	3972	90
Don Banner - B&B, PC	Attorney Fees	\$ 400.00	3973	80
	Appraisal Professional Services	\$ 14,713.43	"	100
Kidd Engineering	Engineer/Admin Fees	\$ 500.00	3974	83
	November 19, 2012 Special Meeting and Court Hearing	\$ 375.00	"	100
Director Phillips	Fees	\$ 56.61	3975	81
Director Tapia	Fees	\$ 56.61	3976	81
Director Willumstad	Fees	\$ 56.61	3977	81
		483.26		
		\$ 16,510.26		

THE PUEBLO CONSERVANCY DISTRICT

P.O. BOX 234, PUEBLO, CO 81002

BOARD OF DIRECTORS:

SEAN TAPIA, PRESIDENT
PAUL WILLUMS IAD, TREASURER
DONNA PHILLIPS, SECRETARY

ADMINISTRATOR / ENGINEER:

RICK KIDD, PE
(719)544-6239

December 7, 2012

Carla L. Sikes
Assistant City Attorney
City of Pueblo Law Department
503 N. Main St., Suite 203
Pueblo, CO 81003

Subject: Action Plan for 2013

Dear Ms. Sikes:

At our November 28th meeting you stated that the City would like a schedule of the work we are intending to do with the maintenance fund assessment. NorthStar Engineering was to work with the District to develop a bar chart schedule for work that is the immediate priority. Kim Kock told me that they will not be able to work on that until next week. When I informed you of this we agreed that I would develop a schedule for you to present to Council at their meeting on Monday.

The schedule that I prepared is not in bar chart form, but it does indicate our anticipated start and completion dates for various project elements that will lead toward certification of the Arkansas River and Wildhorse/Dry Creek levee system. I have also displayed my estimated budget for the various elements. There is a direct correlation between these and the budget that is being presented for adoption at our December 13th meeting.

Please note that this plan is tentative and is subject to funding, recommendations from our consultants, and actual pricing for the work to be performed. Even so, I believe it accurately displays the District's intentions for the year. I have also enclosed a copy of the 2013 budget that the District will give final hearing and consideration for adoption on December 13. You will note that the \$505,000 estimated budget for the work plan provided exceeds the District's anticipated 2013 income by \$111,000. The total deficit of the proposed 2013 budget is \$310,851.

Please feel free to contact me if you need any additional information prior to the Council's meeting on Monday.

Sincerely,



Ricky A. Kidd, PE
Administrator

Enclosures

PUEBLO CONSERVANCY DISTRICT
TENTATIVE 2013 PLAN OF ACTION REGARDING ARKANSAS RIVER LEVEE
AND WILDHORSE/DRYCREEK LEVEE FEMA CERTIFICATION

ACTIVITY	START	END	ESTIMATED BUDGET
COMPLETE ARKANSAS LEVEE LAND SURVEYS	4/1/2013	5/1/2013	\$ 10,000
COMPLETE WILDHORSE LEVEE LAND AND PROPERTY SURVEYS	5/2/2013	6/1/2013	\$ 15,000
ARKANSAS RIVER LEVEE AS-IS DRAWINGS	5/15/2013	7/1/2013	\$ 13,000
ARKANSAS RIVER LEVEE SOIL BORINGS	7/15/2013	9/1/2013	\$ 45,000
ARKANSAS RIVER LEVEE CONCRETE FACE STABILIZATION EVALUATION	7/1/2013	8/15/2013	\$ 7,000
ARKANSAS RIVER LEVEE CONSTRUCTION JOINT SEALING	8/15/2013	11/1/2013	\$ 125,000
ARKANSAS RIVER LEVEE ENGINEERING CONSULTANT Review of compiled data, evaluation for FEMA levee certification, report of recommended improvements.	8/1/2013	12/31/2013	\$ 90,000
WILDHORSE SOILS BORINGS	9/1/2013	10/1/2013	\$ 20,000
WILDHORSE LEVEE ENGINEERING CONSULTANT Review of compiled data, preliminary design for reconstruction of the Wildhorse/Dry Creek Levee	7/1/2013	12/31/2013	\$ 30,000
WILDHORSE LEVEE CONSTRUCTION PHASE I	11/1/2013	12/31/2013	\$ 150,000
			\$ 505,000

NOTE: This plan is tentative in nature and is contingent upon receipt of adequate funding from the maintenance fund assessment. The District's appraisal consultant team has not reviewed this plan for correlation with their concept in developing the adopted maintenance fund assessment program.

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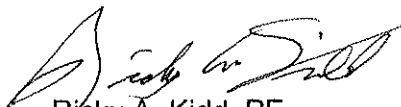
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503 N Main St. Ste. 740
Pueblo, CO 81003
Phone (719) 543-0516
Fax (719) 544-2849

December 4, 2012

Board of Directors
Pueblo Conservancy District
P.O. Box 234
Pueblo, CO 81002

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services:

- (1) We will compile, from information you provide, the annual and monthly balance sheets – general fund only – and the related comparative statements of revenue and expenditures – actual and budget – general fund, of the Pueblo Conservancy District for the year 2013 and issue accountant's reports thereon in accordance with Statements of Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

The objective of a compilation is to assist you in presenting financial information in the form of financial statements. We will utilize information that is your representation without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

You are responsible for:

- a. the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b. designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- c. preventing and detecting fraud.
- d. identifying and ensuring that the entity complies with the laws and regulations applicable to its activities.
- e. making all financial records and related information available to us and for the accuracy and completeness of that information.

We will conduct our compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review. Additionally, a compilation does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Accordingly, we will not express an opinion or provide any assurance regarding the financial statements being compiled.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our compilation procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

If, for any reason, we are unable to complete the compilations of your financial statements, we will not issue a report on such statements as a result of this engagement.

2) We will also:

- Post the general ledger monthly from coded check copies and deposit receipts;
- Reconcile business bank accounts monthly;
- Adjust investment portfolio to market value monthly;
- Adjust books to accrual basis at year-end;
- Propose monthly journal entries to post the above transactions for your approval;
- Prepare annual application for exemption from audit.

You will need to provide us with the following each month:

- Board approved listing of checks issued, coded checks, and invoices;
- Bank statements (including savings accounts and investment accounts), with cancelled items;
- Copy of duplicate deposits and receipts, (including detail of deposited items);
- Approval of proposed journal entries.

You are responsible for assuming all management responsibilities and for overseeing any bookkeeping services or other services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

Larry A. Daveline is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services are as follows:

Compiled financial statements and monthly accounting – A monthly fee of \$350, payable each month upon completion of the prior month's work;

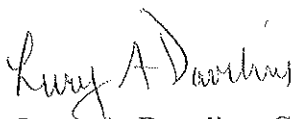
and

Preparation of annual application for exemption from audit – No additional charge.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

McPherson, Breyfogle, Daveline & Goodrich, PC



Larry A. Daveline, C.P.A.
Shareholder

Acknowledged:
Pueblo Conservancy District

Chairperson

Date



McPherson,
Breyfogle,
Daveline &
Goodrich, PC
Certified Public Accountants

503 N Main St., Ste. 740

Pueblo, CO 81003

Phone (719) 543-0516

Fax (719) 544-2849

December 4, 2012

Board of Directors
Pueblo Conservancy District
P.O. Box 234
Pueblo, CO 81002

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The objective of a compilation is to assist you in presenting financial information in the form of financial statements. We will utilize information that is your representation without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

You are responsible for:

- a. the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b. designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- c. preventing and detecting fraud.
- d. identifying and ensuring that the entity complies with the laws and regulations applicable to its activities.
- e. making all financial records and related information available to us and for the accuracy and completeness of that information.

We will conduct our compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review. Additionally, a compilation does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Accordingly, we will not express an opinion or provide any assurance regarding the financial statements being compiled.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our compilation procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

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You are responsible for assuming all management responsibilities and for overseeing any bookkeeping services or other services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

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Pueblo Conservancy District

Chairperson

Date



McPherson,
Breyfogle,
Daveline &
Goodrich, PC
Certified Public Accountants

503 N Main St. Ste. 740

Pueblo, CO 81003

Phone (719) 543-0516

Fax (719) 544-2849

December 4, 2012

Board of Directors
Pueblo Conservancy District
P.O. Box 234
Pueblo, CO 81002

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services:

- (1) We will compile, from information you provide, the annual and monthly balance sheets – general fund only – and the related comparative statements of revenue and expenditures – actual and budget – general fund, of the Pueblo Conservancy District for the year 2013 and issue accountant's reports thereon in accordance with Statements of Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

The objective of a compilation is to assist you in presenting financial information in the form of financial statements. We will utilize information that is your representation without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

You are responsible for:

- a. the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b. designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- c. preventing and detecting fraud.
- d. identifying and ensuring that the entity complies with the laws and regulations applicable to its activities.
- e. making all financial records and related information available to us and for the accuracy and completeness of that information.

We will conduct our compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review. Additionally, a compilation does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Accordingly, we will not express an opinion or provide any assurance regarding the financial statements being compiled.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our compilation procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

If, for any reason, we are unable to complete the compilations of your financial statements, we will not issue a report on such statements as a result of this engagement.

2) We will also:

- Post the general ledger monthly from coded check copies and deposit receipts;
- Reconcile business bank accounts monthly;
- Adjust investment portfolio to market value monthly;
- Adjust books to accrual basis at year-end;
- Propose monthly journal entries to post the above transactions for your approval;
- Prepare annual application for exemption from audit.

You will need to provide us with the following each month:

- Board approved listing of checks issued, coded checks, and invoices;
- Bank statements (including savings accounts and investment accounts), with cancelled items;
- Copy of duplicate deposits and receipts, (including detail of deposited items);
- Approval of proposed journal entries.

You are responsible for assuming all management responsibilities and for overseeing any bookkeeping services or other services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

Larry A. Daveline is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services are as follows:

Compiled financial statements and monthly accounting – A monthly fee of \$350, payable each month upon completion of the prior month's work;

and

Preparation of annual application for exemption from audit – No additional charge.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

McPherson, Breyfogle, Daveline & Goodrich, PC



Larry A. Daveline, C.P.A.
Shareholder

Acknowledged:
Pueblo Conservancy District

Chairperson

Date

CONSTRUCTION STATUS INQUIRY
Granite Re, Inc.

Pueblo Conservancy District
P.O. Box 234

PUEBLO

CO 81002

Date: 12/13/2012

Reply to:
Granite Re, Inc.
14001 Quailbrook Dr.
Oklahoma City, OK 73134
(800) 440-5953
(405) 752-2600
(405) 749.6800 (fax)

Contractor:	Sun Construction, Inc.		
Bond Number:	GRCO14357	Bond Date:	01/25/2011
Project Name:	Arkansas River Levee 2011 Repair Project, Pueblo, CO	Penal Sum:	\$94,821.00

As surety on the above captioned, we are requesting a status report on the progress of this project and any comments that you wish to share. Your completion and prompt return of this brief inquiry would be appreciated.

1. Is Work Completed? Yes _____ No _____

If yes, approximate date of completion: _____

If no, percent complete: _____ %

2. Is final payment made? Yes _____ No _____

If yes, date final payment made: _____

If no, amount of payment to date: \$ _____

3. Is work progressing satisfactorily? Yes _____ No _____

If No, why? _____

4. Are Payments made to contractor? Yes _____ No _____

If No, to whom? _____

5. Is contractor promptly paying labor, suppliers, and subcontractors? Yes _____ No _____

Comments: _____

6. Any liens or withhold notices filed? Yes _____ No _____

If yes, from whom? _____

7. Original Contract Amount \$ _____

Change Order Amount \$ _____

Final Contract Amount \$ _____

By: _____

Date: _____

Title: _____

Phone: _____

Remarks: _____

Return in the Enclosed Self Addressed Envelope, email to staff@granitere.com, or fax to (405) 749-6800