

**THE CALIFORNIA STATE UNIVERSITY**

**Exhibit 'B'- Service Order and Authorization to Proceed,  
[Mechanical] [Electrical] Systems Review**

[Date]

Mr. Beeks  
Glumac, Inc.  
P.O. BOX 200191  
Dallas, TX 73520

Dear Mr. Beeks

[Project Name], [Project Number]  
[Campus]  
Service Order and Authorization to Proceed Number [insert]

In accordance with the provisions of the Systemwide Master Enabling Agreement Number [insert] you are hereby authorized to provide [insert as appropriate].  
[Provide mechanical systems peer review for the subject project].

The Service Provider shall not perform services in excess of this Service Order without prior written authorization to proceed from the University.

Service Provider shall coordinate services with:

[CSU Campus Name]  
[Campus Department]  
[Executive Dean or designated campus project manager]  
[Campus Address]  
[Campus Project Manager's Phone Number]

The total amount to be expended under this Service Order shall not exceed [written and numerical dollar value] inclusive of reimbursables, regardless of Service Provider's cost in performing these services. Service Provider shall submit all invoices with the Agreement and Service Order and Authorization to Proceed number on each invoice to the project manager named above.

Questions regarding this authorization shall be directed to the above-named project manager.

Approved:

Fund Certified:

\_\_\_\_\_  
[Name]  
[Department Head]  
[Department]

\_\_\_\_\_  
[Name]  
[Accounting/Fiscal Officer]  
[Department]

cc: