



# Waukesha Water Utility

SERVING WAUKESHA SINCE 1886

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## MEMORANDUM

DATE: December 18, 2018

TO: Dan Duchniak

FROM: Kelly Zylstra

RE: Invoice for November 2018 Sampling

The 2018 budgeted amount for the UW Parkside sampling work on the Root River was for \$110,746. Of that budget we have \$27,361 remaining, however since the 2018 blanket purchase order was prepared for less than the budgeted amount, we are requesting approval to use some of the remaining budget to pay the \$18,405.00 in the current invoice dated December 4, 2018.

**Recommended Motion:** Approve the payment of \$18,405.00 to UW Parkside for the November sampling events.