Message

From: Santiago-Ocasio, Carmen [Santiago-Ocasio.Carmen@epa.gov]
Sent: 11/19/2021 5:02:42 PM
To: Schulman, Michael [Schulman.Michael@epa.gov]
CC: Pang, Tiffanie [Pang.Tiffanie@epa.gov]; Velez, Maria [Velez.Maria@epa.gov]; ONeill, Sandra [ONeill.Sandra@epa.gov]
Subject: APTIM Invoice Review Due: Tuesday, 11/30/21 - TO 25
Attachments: EPAR9 - TO 25 Triple Site Monthly Report 10-31-21.pdf; October 2021 TO 025 TOPO Invoice Verification Form.docx

Importance: High

Hi Michael,

Please complete your review of the attached progress report and invoice. Then, fill out the Monthly Invoice Verification and Performance Evaluation form and return to me via email, with a copy to Tiffanie by Tuesday, 11/30/21. You can complete and sign the form using either Word or Adobe Acrobat.

If you have any questions on the invoice, please send your written request for an explanation to the contractor through an email with copies to Tiffanie Pang, Maria Velez and me before the due date.

If you cannot resolve questionable charges after you receive the contractor's explanation, please discuss with me as soon as possible.

Important Notes:

* *If you receive a notification from Easylite, please disregard and don't approve invoice.*

Thanks,

Julie Santiago-Ocasio

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