

BPW CORRESPONDENCE FLOW

In accordance with the Secretary's memo dated March 31st, 2016, any letter (i.e. forgiveness letter – *See Attachment I*, Foster letter – *See Attachment II*, etc.) addressed to the Board Members or Executive Secretary of the Board and pertaining to any BPW agenda item, is to adhere to the following creation and mailing workflow.

CREATION

- Follow the TSO Correspondence Guidelines and previously submitted letters as contextual reference, when writing the correspondence.
- Send the draft correspondence to TSO as a WORD document.
- Copies should be emailed to Samantha and Anna.



TSO REVIEW

- After obtaining TSO approval, the correspondence is to be submitted to the TBU Executive or Administrator for signature.
- Follow your internal TBU guidelines for obtaining such signatures.



TSO SUBMISSION

- Send a PDF file to TSO Procurement (Samantha and Anna) for distribution.
- The document file should be labeled "BPW/Contract #/Correspondence Date"
- The original, hard-copy document shall be filed in the contract file located at the TBU.



BPW MAILING

- TSO will send digital copies of the correspondence to the appropriate liaisons, as well as any parties listed to receive a carbon-copy.
- TSO will CC the TBU for record keeping purposes.