**CITY OF OVERLAND PARK**

**Intra-City Memo**

**PUBLIC WORKS DEPARTMENT**

[Date]

Dave Scott, CFO

[PROJECT NAME (PROJECT NUMBER)]

Please transfer the escrowed funds from the following accounts to account

[CIP Number].9880.7:

[Subdivision Name(s)] and ($ amount of escrow). The amounts shown were as reported by E1 on [Date].

[Name]

Project Manager

email: Dan Miller, P.E., CE