



LETTER OF TRANSMITTAL

To. Carrie Daggett, Assistant City Attorney  
Wanda Krajicek, City Clerk

From: Jim Hume, CPPB, Buyer

Thru: James B O'Neill II, CPPO  
Director of Purchasing & Risk Management

Date. October 28, 1998

Re P-687 Travel Management Services

Attached find four (4) sets of contract documents regarding the above-mentioned matter. Would you approve as to form and forward to the City Clerk.

Wanda, please call Purchasing, Jim will come over, sign the contracts and have you attest his signature. Would you call Purchasing when that is completed.

Thank you.