From: Landskov, Faye
To: Allen, Erik; Larm, Doug
Subject: contracts for Evergreen, Knowledge Led Systems and Mattson
Date: Wednesday, April 15, 2015 9:04:05 AM

Erik and Doug,

I'm hitting a brick wall with accounts payable because there are no contract amendments approved for the three analysts above. I am so unsure of this process, I am hoping that you will be the missing link (Chris isn't in his office and there is nobody else here… sigh).

If you have contracts, can you/do you enter them to get the ball rolling? If I am supposed to do something, I don't know what it is, but am looking for direction.

I am sorry to burden you with my lack of knowledge (and this probably won't be the last time – apologies in advance). I hope to clear this up soon so that we can get people paid.

Let me know what I can do – if you know.

Many thanks.

Faye