



STATE OF NEW YORK
EXECUTIVE DEPARTMENT – OFFICE OF GENERAL SERVICES

MEMORANDUM – **Specific Allowance**

*(Date)

TO : Frank Peris

FROM : *(Team Leader)

SUBJECT : Justification for Specific Allowance – Project No. *

FACILITY : *

TITLE : *

Amount of Specific Allowance : \$ *

Estimate of Project : \$ *

Single Site

Multiple Projects

Using 01210 → ___1.04 ___1.05 ___1.06 ___1.07

1. What is the purpose of this allowance ?
2. Why is the Specific Allowance necessary ?
3. This is NOT being bid competitively because ?
4. Who requested the Specific Allowance ?
5. What criterion is utilized in establishing Specific Allowance Price ?
6. Demonstrate the Price is reasonable ?

Signature _____

