**Proprietor’s Logo**

Memorandum

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| To | ***Name* School, *Suburb/Town* (MOE No. )** |
| From | *Name* |
| Diocese | Catholic Education Office, *Region*  |
| Date |  |
| File/Ref | EPMP Project – **Priority (*insert* *number)* Project** |
| Subject | *Name* School, *Suburb/Town* – EPMP Project pre-approval Sign-off |

Kia ora Board & Principal

The preliminary concept phase for the Essential Property Maintenance Package (EPMP) project you requested for *Name* School (*Suburb/Town*) requires approval by the APIS/MOE partnership.

Once an approval in principle has been granted by the APIS/MOE partnership, we will be in a position to move to the design and quotation phase and then we will request final approval, funding release and move to the project implementation phase.

Acceptance of the following proposed project description is required to apply to APIS for project preapproval:

- Project Description, for example:

**Toilet upgrade &** **Block 1 flexible teaching spaces upgrade works**

I welcome any feedback and I am happy to discuss any queries or concerns, should the process not be clear.

**SCHOOL ACCEPTANCE OF PROPOSED EPMP PROJECT**:

**Principal** Date

**Board Presiding Member** Date

Acceptance to proceed to the approval in principle stage:

**CLIENT**: **Proprietor Name/** Representative:

Signed: (***Name*, Manager, Catholic Education Office**)

Date: