

**** Email completed forms to State.Architect@tn.gov. Begin subject line with "Delegation Form". ****

Transmittal and Checklist for Delegated Approval Authority – (2.04.D)

NOTE: Please use form 2.04.A.2 for emergency projects below \$500,000 and add "Emergency-" to the project title.

Emergency Projects

- ☐ Funding confirmation attached
- ☐ Back-up attached (Project lead sheet, SBC-1, other relevant back-up materials)

Description of the Emergency:

Project Title: Emergency-

Project SBC#: _____

Submitting SPA: _____

SPA Authorized Representative: _____

Approved:

Date:

Submit completed form to OSA to allow OSA to complete the emergency project request.