

**\*\* Email completed forms to [State.Architect@tn.gov](mailto: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:

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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.*