

To: Deputy Director of Facilities

CC: School Principals, Director of Facilities, Sal Calderone, Mark Voros

Re: Funding Gap

Dear Gentleman,

I am requesting your assistance regarding the 2017/2018 funding of supplies for the assignment _____. I have exhausted my allocation purchasing the essential items necessary to maintain this facility.

After carefully considering the Normal/Current usage against the available stock on hand it becomes obvious that a gap in funding exists. It is requested that the following supplies be provided to this building to close this gap until the new supply allocation is made available on July 1st, 2018.

Below you will find two tables; the first table consists of the Items (Product) on hand, the monthly usage and the anticipated date of depletion. The second table contains the essential Items (Products), unit value, and total #of units necessary to bridge the supply gap until the next Fiscal Year's Funding.

Table 1

Item	Amount in Stock	Normal Usage	Anticipated date of Depletion
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Table 2

Item (Product) CUS#	Unit Value	# of Units	Value
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Total Funding Necessary

Thank you for your assistance with this important matter.

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