



City of San Antonio
 Planning and Development Services Department
 1901 S. Alamo
 San Antonio, TX 78204

Telephone: (210) 207-4296
 www.sanantonio.gov/dsd

PAYMENT AUTHORIZATION FROM COSA ESCROW ACCOUNT

PROJECT INFORMATION

Department Name	
Project Manager's Name	
Project Manager's Phone Number	
Project name	
Project Number	
Project Address	
WBS Number	
GL Code Number	
GL Code Name	

I hereby authorize Planning and Development Services to charge the above Escrow account all fees associated with above project and the following Parent AP and its children.

Parent AP Number	
Contractor ID	
Contractor Business Name	
Contractor name	

I certify that I am authorized to make this request on behalf of the above-named City of San Antonio Department, and that I have examined this form and that to the best of my knowledge information on this request is true and correct.

 Printed Name of Authorized Employee

 Title of Authorized Employee

 Phone Number of Authorized Employee

 Signature of Authorized Employee

 Date