



## Project Approval & Support Form (PASF)

**Project Title:** Electric Bicycles Mail Delivery Program 2.0

**Primary Contact:** Douglas Stevens, Program Support Supervisor II

By signing this form, I confirm that the project lead(s) has/have discussed this project with me, and that I/my department will provide the following types of approval and/or support (*please check all that apply*):

**APPROVAL**

Space (within a building) – I / my department approves this project to take place at the building noted in the project proposal.

Site (outside a building) – I / my department approves this project to take place at the outdoor location noted in the project proposal.

Financial – I / my department will take on the responsibility of future operational costs – staff, training, maintenance & repairs.

**SUPPORT:** These are ongoing commitments of individuals to oversee and provide subject matter advice to help advance proposals. A written letter may be provided on page 2. Please check all that apply:

Departmental Support – I  Staff/  Faculty /  Department am willing to provide  resources (please specify below),  space (temporary or permanent),  on-going advising,  one-time financial contributions, and/or  academic program support, etc.

Subject Matter Experts – Willing to provide guidance regarding standard processes, typical detailing, review of proposals, on-going advising, etc.

External Consultants – Willing to provide  donated time,  materials,  mentoring, etc (please specify below).

**Other notes (if applicable):**

**Name/Signature of Approver or Supporter:** Katy Folk-Way

**Date:** 11/2/2020

**Position Title:**

Director

**Department/Organization:**

UW Creative Communications

**Phone:**

206 543-3481

**Email:**

kfolk@uw.edu

Please save this completed form as "Project Contact Name\_Project Name" and email it to [csfproj@uw.edu](mailto:csfproj@uw.edu) & cc [csfcoord@uw.edu](mailto:csfcoord@uw.edu)  
The email originating directly from the approving body will be considered a signature.

Updated: March 2020

**Formal Letter of Support [Optional] / Additional Notes:**

---

*The Creative Communications (C2) department fully supports the e-assist bicycle delivery program at the University of Washington, serving the Seattle and the surrounding areas.. The original program has dramatically impacted the delivery method for the Seattle campus and outlying areas, such as the University District, South Lake Union, downtown Seattle, Queen Ann, Ballard and Bellevue. There has been a drastic reduction in fuel usage and CO2 emissions from the program; the additional funds will provide cargo boxes upgrades for the existing e-assist bicycles.*

*Please save this completed form as "Project Contact Name\_Project Name" and email it to [csfproj@uw.edu](mailto:csfproj@uw.edu) & cc [csfcoord@uw.edu](mailto:csfcoord@uw.edu)  
The email originating directly from the approving body will be considered a signature.*

**Updated: March 2020**