

NEW ITEMS:

1.

2.

3.

4.

5.

6.

7.

ON HOLD (REASON FOR THE HOLD):

1.

2.

3.

4.

5.

6.

7.

COMPLETED PROJECTS (INCLUDE DATE):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

**PLEASE FEEL FREE TO USE ANY ADDITIONAL SHEETS OF PAPER, HOWEVER,
PLEASE INDICATE THAT YOU HAVE DONE SO BY CHECKING THIS BOX**

PLEASE PRINT YOUR NAME: _____

FOR OFFICE USE ONLY

RECEIVED BY: _____

RECIEVED ON: _____