

WISCONSIN LUTHERAN SEMINARY

WISCONSIN EVANGELICAL LUTHERAN SYNOD

Business Office

David L. Martin, Business Manager

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11831 N Seminary Drive 65W

Mequon, Wisconsin 53092

April 9, 1991

Administrator Wayne M. Borgwardt
WELS Administration Building
2929 North Mayfair Road
Milwaukee, WI 53222

Dear Administrator Borgwardt,

In the absence of President Armin J. Panning and with his approval, we are enclosing the original and two (2) copies of our eighth invoice from the Martin Ott Pipe Organ Company for the construction and installation of the seminary chapel pipe organ. This invoice in the amount of \$16,835.00 represents the final payment on our contract totaling \$168,350.00. You will notice a note on the invoice indicating that we have agreed to dispense with paragraph 4 of the contract which stipulates that \$1,000.00 out of this final payment be set up in an escrow account for five (5) years for the purpose of insuring fulfillment of the guarantee. We have discussed the waiving of this stipulation with Administrator Robert C. Van Norstrand and Randy Matter. Both of these men agree to the concept to possibly dispense with this stipulation. Would you please, however, be sure to pass this final payment request across Administrator Robert C. Van Norstrand's desk for his final approval.

After your authorization, please have the Accounting Office issue a payment of \$16,835.00 to the Martin Ott Pipe Organ Company with the check being sent to our Wisconsin Lutheran Seminary Business Office. The Accounting Office will make payment through the EIBF with reimbursement coming through our seminary funds.

Thank you for processing this for us!

Sincerely,



David L. Martin, Business Manager

DLM:ym

Encs.

cc: President Armin J. Panning
Vice-President David J. Valleskey