
Memorandum

TO:

FROM:

SUBJECT: Transmittal of Contract No./Purchase Order No. _____

Contractor: _____

Project: _____

Attached herewith is a copy of subject contract/purchase order.

You are hereby delegated the following responsibilities pertaining to the contract/purchase order:

- a. Ensure Contractor compliance with the specifications.
- b. Ensure Contractor compliance with the delivery or installation completion schedule.
- c. Comply with Sections A8.275.4g, Completion of Contract/Purchase Order, and A8.275.4h, Closing, of the Administrative Procedures Manual.
- d. Notify the Office of Procurement, Real Property and Risk Management of any noncompliance or unsatisfactory performance by the Contractor.
- e. Complete the information on the attached page when performance is completed and accepted by the University.
- f. Submit FMIS-41A, Contract Adjustment Form, to liquidate any outstanding encumbrance, if applicable.

TO: Office of Procurement, Real Property and Risk Management
Procurement Specialist: _____

FROM:

SUBJECT: Completion Report for Contract/Purchase Order No. _____

Contractor: _____

Project: _____

The following information is provided:

a. Completion date specified in Notice to Proceed/Purchase Order or extension:

b. Date goods/services delivered/performed, inspected and accepted (If this date differs from the date above, provide explanation):

c. To liquidate outstanding encumbrance balance, Contract Adjustment Form(s)

☐ is ☐ is not enclosed.

d. Comments: _____

Department: _____

P.I./Requisitioner: _____ / _____

Date

Fiscal Officer: _____ / _____

Date