
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 and Real Property 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 Purchase Order Amend, to liquidate any outstanding encumbrance, if applicable.