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## Memorandum

Date: \_\_\_\_\_

**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 Exceeding Departmental Purchasing Authority, and A8.275.4i, Closing, of the Administrative Procedures.
- d. Notify the Office of Procurement 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 Amendment, to liquidate any outstanding encumbrance, if applicable.