

14. MEMO TO ACCOUNTS PAYABLE SUPERVISOR, CLERK'S OFFICE



INTER-OFFICE MEMORANDUM

TO: (NAME), Accounts Payable Supervisor, Clerk's Office

FROM: _____
Joe F. Pillitary, Jr., CPPO, CPPB, Purchasing Manager

DATE: (Date)

RE: Copy of Agreement and Purchase Order with (Company Name) for Contract PD XX-XX.XXX, (Project Name), BCC awarded on.

Please find attached, for your records, the above referenced documents.

JFP/Initials: initials

Attachment