

13. MEMO TO DEPUTY CLERK WITH CONTRACT DOCUMENTS



INTER-OFFICE MEMORANDUM

TO: (NAME), Deputy Clerk, Clerk to the Board

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

DATE: (Date)

RE: **Original Solicitation Document, Drawings and Original Agreement 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

(H:\PR\MAST_DOC\UniformContractVolII,StandfrmMemos,LettersforContractDistribution\MemotoDeputyClerkw\ContractDocs(13).doc)

(Revised 12/11/01)