

**9a. MEMO THROUGH THE COUNTY ADMINISTRATOR  
FOR CHAIR'S SIGNATURE ON DOCUMENTS**



**INTER-OFFICE MEMORANDUM**

**TO:** (NAME), Chairman of BCC  
**THRU:** (NAME), County Administrator  
**FROM:** \_\_\_\_\_  
Claudia Simmons, Purchasing Manager  
**DATE:** (Date)  
**RE:** **Purchase Order #, Change Order #, Agreements for Contract # (P.D.#), Name of Project, Vendor Name, Department Name and BCC Award Date.**

Please find attached, the above referenced document(s), for your signature. Please return to the Office of Purchasing for proper distribution.

CS/Initials:initials

Attachments

Documents Requiring County Administrator's Signature (Blue Tabs)

- Transmittal Memo
- Purchase Order
- Other \_\_\_\_\_

Documents Requiring Board Chair's Signature (Red Tabs)

- Purchase Order
- Solicitation, Offer and Award Form (Cover Sheet)
- Contract