

## 12a. MEMO TO DEPT. W/EXECUTED CONTRACT AMENDMENT

### BOARD OF COUNTY COMMISSIONERS ESCAMBIA COUNTY, FLORIDA

**OFFICE OF PURCHASING**  
213 PALAFOX PLACE • 2nd Floor  
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CLAUDIA SIMMONS  
*Purchasing Manager*

### **MEMORANDUM:**

**TO:** (Contact Name), (Title)  
(Department)

**FROM:** \_\_\_\_\_  
Claudia Simmons, Purchasing Manager

**DATE:**

**RE:** Amendment #\_\_ to the Contract between Escambia County and (COMPANY NAME) for (Project Name) (Location) (PD XX-XX.XXX)

Please find attached, a fully-executed original Amendment #\_\_ to the Contract, regarding the above referenced project, that was approved by the Board on (DATE).

If you have any questions or if you need any assistance please feel free to call (Purchasing Agent's Name/Title) (Purchasing Agent's Phone Number).

Initials: initials

Attachment

cc: (NAME), County Administrator  
(NAME), Accounts Payable Supervisor, Clerk's Office  
(Other Key Personnel as Applicable)

(H:\PR\Mast\_doc\UniformContractVoll\StandfrmMemos,LettersforContractDistribution\MemotoCourtAdmin.(12a).doc)

(Revised 3/1/08)