



INTER-OFFICE MEMORANDUM

TO: Department/Contact Person
FROM: Purchasing Agent
DATE: (Date)
RE: Return Unprocessable Documentation as Submitted

Pursuant to the Purchasing Policies and Procedures, after having notified you on Date via Method (i.e., email, fax, letter) seeking corrective action necessary for processing our purchase request to which incomplete or no corrective action has been received; the Office of Purchasing is returning the following as unprocessable documentation:

Requisition # _____

Reason _____

■ Scope of Work Title _____

Reason _____

Change Order Request # _____

Reason _____

■ Other Documentation Description _____

Reason _____

Please provide corrective action/paperwork as noted and resubmit your request to the Purchasing Agent whose name appears below. If you have questions or need assistance in this matter please contact Purchasing Agent's Name, Phone #, Fax #, e-mail address.

cc: Purchasing Manager w/attachments