

**9b. MEMO TO EXECUTIVE ASSISTANT FOR CHAIR'S
SIGNATURE ON DOCUMENTS**



INTER-OFFICE MEMORANDUM

TO: (NAME), Executive Assistant
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 the Chair's signature. Please return all documents to the Office of Purchasing for proper distribution.

CS/Initials:initials

Attachments

Documents Requiring Board Chair's Signature

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

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