

**9. MEMO TO COUNTY ADMINISTRATOR FOR HIS
SIGNATURE ON DOCUMENTS**



INTER-OFFICE MEMORANDUM

TO: (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

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