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DATE [Month, Day, Year]

MEMORANDUM

TO: [Name]

 Procurement and Disbursing Manager, RCUH

VIA: [Name of campus facilities office lead]

 [Title, Campus]

VIA: [Name of Dean/Director]

 Dean/Director, [School/College/Research Unit]

FROM: [Name of Principal Investigator]

 [School/College/Research Unit]

SUBJECT: [Project Description; Award Name, Grant or Contract Number (Sponsor)]

BACKGROUND:

[Provide brief description of project.]

SPECIFIC ACTIONS:

1. The [campus facilities office] has reviewed the scope of work for this project which was provided by the [School/College/Research Unit]. A professional services procurement was conducted and a consultant was selected by the [campus facilities office] on [Month, Day, Year of selection].
2. The [campus facilities office] has determined that [Name, Title] has the sufficient expertise to serve as Technical Representative for both the design (if applicable) and construction contracts related to the subject project. [He/She] is qualified, in consultation with the [campus facilities office] as needed, to review and monitor the plans and construction work. [Name of Technical Representative] is authorized to accept the final plans and construction work. [School/College/Research Unit] will provide a set of final documents to the [campus facilities office] for its records.
3. The [campus facilities office] will assist the [School/College/Research Unit] in the administrative aspects of this project as needed, including the Request for Proposal, cost or price reasonableness, advertising, contractor licensing, certified payroll, etc. and correspond with the [School/College/Research Unit] and RCUH as needed.
4. The [campus facilities office] requests that the consultant obtain “all permits that are required and necessary.”

If there are any questions, please contact [Name, Email, Phone Number].

c: [Name], Director of Finance, RCUH

 [Name of Fiscal Administrator, School/College/Research Unit]

 [Name of Technical Representative, School/College/Research Unit]

 [Name of Architect]

 [Name of Project Manager]