**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 REFERRED FOR ACTION

 ANSWER FOR MY SIGNATURE

 FOR FILE

 FOR YOUR INFORMATION

 FOR SIGNATURE

 RETURN TO ME

 PLEASE SEE ME

 PLEASE TELEPHONE ME

 FOR APPROVAL

 PLEASE ADVISE ME

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



September 18, 2023

Telephone Number

**Contract No.: ???**

**State Project No.: ???**

**Project Name: ???**

**Parish: ???**

**Consultant: ???**

**Entity: ???**

**Purchase Order No(s).: ???**

MEMORANDUM TO: Paulette Territo

 Consultant Contracts Services Administrator

FROM: Project Manager

**SUBJECT: NOTICE OF COMPLETION (Entity Contracts)**

The terms of the contract to provide engineering services for the above captioned project, as set forth in the contract between the **Entity’s name** and **Consultant’s name** have been fulfilled. Final invoices have been submitted for payment. Therefore, the contract may be closed.

**ALL PHASES OF SERVICES UNDER THIS CONTRACT ARE COMPLETE.**

**With this notice, we are requesting the Audit Section to perform an audit on this contract.**

Email directly to DOTDCCSCloseouts@la.gov

**FOR OFFICE USE ONLY:**

Final Payment Clearing Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

P.O. Invoiced at: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Amount returned to Budget: **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

P.O. and Contract Closed on: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

c: