(Insert Office/Department Name)

MONTGOMERY COUNTY PUBLIC SCHOOLS

Rockville, Maryland

Date

MEMORANDUM

To: Dr. Monique Felder, Interim Superintendent of Schools

From: (Insert Appropriate Name), Chief of Requesting Office

Subject: Request for Signature of Agreement for (Contract/RFP Name)

The purpose of this memorandum is to request your signature on the attached (Professional/Contractual Service/Memorandum of Understanding Agreement) between Montgomery County Public Schools (MCPS) and the (vendor/company name). The purpose of the agreement with (insert vendor/company name) is to (enter reason) during (enter school year). The contract will not exceed (enter amount) as approved by the Board of Education on (approval date).

Upon your review and approval, please forward the attached documents to the next office for approval/signature. Once the document has been signed, please return to (insert requesting office name).

XXX:xxx

Attachments

Copy to:

Appropriate Staff

General Counsel Designee

Procurement Designee

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ms. Leslie Turner Percival, Office of the General Counsel

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. Robert Reilly, Associate Superintendent, Office of Finance

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Chief of Staff, Chief Operating Officer or Deputy Superintendent (Requesting Office)