(Insert Office/Department Name)

MONTGOMERY COUNTY PUBLIC SCHOOLS

Rockville, Maryland

Date

MEMORANDUM

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

From: (Insert Appropriate Name), (Requesting Office - Associate Superintendent/Deputy

 Chief)

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

The purpose of this memorandum is to request your signature on the attached (Professional/Contractual Service/Memorandum of Understanding/amendment Agreement/renewal 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).

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 or Mrs. Stacey T. Ormsby, Division of Legal Services

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

 Mrs. Ivon Alfonso-Windsor, Chief Financial Officer