**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/District: ???**

**Consultant: ???**

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

MEMORANDUM TO: Paulette Territo

Consultant Contracts Services Administrator

FROM: Project Manager

**SUBJECT: NOTICE OF COMPLETION (Project Specific Contracts)**

The terms of the contract to provide engineering services for the above captioned project, as set forth in the contract between the Department of Transportation and Development 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.**

**THE COMPLETED CONSULTANT PAST PERFORMANCE EVALUATION (CPPE) MUST BE ATTACHED.**

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

Email directly to [DOTDCCSCloseouts@la.gov](mailto:DOTDCCSCloseouts@la.gov)

Attachment: CPPE

**FOR OFFICE USE ONLY:**

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

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

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

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

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

c: