**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 ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



November 15, 2024

Telephone Number

**Contract No.: ???**

**Task Order No.: ??? (only 1 Task Order per form)**

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

**Project Name: ???**

**Parish(es) /or District(s) /or Statewide: ???**

**Consultant: ???**

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

**Compensation Type(s):** Choose an item.

MEMORANDUM TO: Paulette Territo

Consultant Contracts Services Administrator

FROM: Project Manager

**SUBJECT: NOTICE OF COMPLETION (Task Order and Supplement(s))**

The above captioned Task Order between the Department of Transportation and Development and Consultant’s name has been completed. The final invoice has been submitted for payment. Please close out the Task Order. The IDIQ Contract is to remain open.

**SERVICES UNDER THIS TASK ORDER ARE COMPLETE.**

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

**With this notice, we are requesting the Audit Section to perform an audit on this Task Order. (Normally Lump Sums are not audited unless specified by Project Manager.)**

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

Attachment: CPE

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