**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

Attachment: CPE

c: