**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

**IDIQ Contract No.: ???**

**IDIQ Name: ???**

**Statewide/Parish/District: ???**

**Consultant: ???**

MEMORANDUM TO: Paulette Territo

Consultant Contracts Services Administrator

FROM: Project Manager

**SUBJECT: NOTICE OF COMPLETION (IDIQ Contract)**

All work for the (type of services) for the captioned IDIQ contract has been completed. All Task Orders have been closed out and all final invoices have been submitted for payment.

**ALL PHASES OF SERVICES UNDER THIS IDIQ CONTRACT ARE COMPLETE.**

**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)

c:

**FOR OFFICE USE ONLY:**

IDIQ Contract Closed on:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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