**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

c:

**FOR OFFICE USE ONLY:**

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

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