

Date: \_\_\_\_\_

**MEMORANDUM**

TO: State Comptroller  
 Department of Accounting and General Services  
 Attention: Pre-Audit

FROM:

SUBJECT: Contract Submittal for:  Encumbrance & Certification  Encumbrance only

Contractor: \_\_\_\_\_

Vendor Code-Suffix: \_\_\_\_\_ - \_\_\_\_\_ Quarter to be Encumbered:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

Project: \_\_\_\_\_

NEW CONTRACT  CLAIMS TO CONTRACT (JV Attached)

Amendment No. \_\_\_\_\_ to Contract No. \_\_\_\_\_ New Suffix(es) to be Established: \_\_\_\_\_

Summary of Appropriations:

State	Fed				
Grand Totals					

\_\_\_\_\_  
 AUTHORIZED SIGNATURE