

MEMORANDUM

TO: Department Business Manager

FROM: Contract Administrator

REFERENCE: Subcontract #
FRS #

DATE:

Enclosed is a draft of the subcontract to be issued under
Dr. _____ account number _____.

Please review this document with Dr. _____. If you find
all to be in order, please return one copy of this memo with signature below.

Please call me if you wish to propose any changes or if you have any questions
concerning this document.

REVIEW & CONCURRENCE

PI/Dept. Bus. Mgr.