MEMORANDUM

TO: Chancellor Dr. Flora W. Tydings

FROM: President Shanna L. Jackson

SUBJECT: Approval Request of Late Contract Submission

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert month, day, year)

It has been brought to my attention that we have submitted to TBR a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert type of agreement) Agreement for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name of vendor/institution) with a start date of \_\_\_\_\_\_\_\_\_\_\_\_ (insert month, day, year). Due to \_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert reason for late submission), we failed to submit it in a timely manner.

I am seeking your approval for a late submission with the beginning date of \_\_\_\_\_\_\_\_\_\_\_\_ (insert month, day, year) and continuing through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert month, day, year of end date of contract).

APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chancellor Dr. Flora W. Tydings