



## Memorandum

**DATE:** April 5, 2005  
**TO:** Bob Durringer, Vice President for Administration and Finance  
**FROM:** Hugh Jesse, Director of Facilities Services   
**SUBJECT:** South Campus Housing

Attached you will find the Certificate of Contract Completion signed by the architect/engineer for the project referenced above.

In accordance with the bond procedures, it is required that this Certificate of Contract Completion be submitted to the Vice President for Administration and Finance and Business Services. Also, in accordance with the bond procedures, the chair of the building committee and the Director of Facilities Services have reviewed this document. Their signature below stipulates that they agree that the project has been completed.

Please sign below to verify that you have reviewed and approved this document, **then forward to the President to sign the budget.** After all signatures are acquired, please return all documents to our office. Upon receipt of this completed form, we will proceed with the preparation of an agenda item for the approval by the Board of Regents.

  
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Chair of Building Committee

4-5-05  
\_\_\_\_\_  
Date

  
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Director of Facilities Services **KAK**

4/5/05  
\_\_\_\_\_  
Date

  
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Rep. Of Business Services

4/5/05  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Vice President for Admin and Finance

6/1/05  
\_\_\_\_\_  
Date