*STEP 1*

*FORMAT: Agency Memo to OSP re JLCB pre-approval*

*(Agency Letterhead)*

Click here to enter a date.

TO: Ms. Felicia M. Sonnier, CPPB  
 Deputy Director

FROM: Click here to enter Agency Name

Click here to enter Agency Contact Name, Click here to enter Agency Contact Title

RE: Request for Pre-approval by OSP for JLCB

LaGov PO # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PST Log # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following draft amendment is submitted for review and pre-approval prior to submission to JLCB in accordance with La. R.S. 39:198(M). The agency is submitting for consideration at the meeting scheduled for Click here to enter the next JLCB meeting date.

|  |  |
| --- | --- |
| **Agency Name** |  |
| **Contractor Name** |  |
| **LaGov PO #** |  |
| **Proact #** |  |
| **PST Log #** |  |
| **Contract Description** |  |
| **Contract Start Date** |  |
| **Contract End Date** |  |
|  |  |
| **Amendment #** |  |
| **Description of Proposed Amendment** |  |
| **Proposed End Date** |  |
| **Current Contract Amount** |  |
| **Contract Amount After Proposed Amendment** |  |

Your cooperation in this regard is greatly appreciated. If additional information is needed, please call Click here to enter Agency Contact’s Telephone Numberor email Click here to enter Agency Contact’s Email Address.