(Command Letterhead)

(Office Symbol) (Date)

MEMORANDUM FOR Chief of Contracting Office or Chief of Grants (remove non-applicable division), U.S. Army Medical Research Acquisition Activity, 808 Schreider Street, Fort Detrick, MD 21702

SUBJECT: Late Submission of Purchase Request

Purchase Request No., Total Award Amount (to include all options), Brief Description:

Circumstances Surrounding the Late Submission:

Justification for Late Submittal:

Reasoning for 30 September Award Date:

Technical/COR/GOR/AOR Point of Contact:

Authorized Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commander/Director:

SIGNATURE BLOCK

Signature of Approving Authority:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JEFFERY S. CROLEY

Chief of Contracting Office

Or

DAVID P. RUANE

Chief of Grants

(remove non-applicable signature block)