

MANAGEMENT MEMO

NUMBER:	MM 14-OX
DATE ISSUED:	July XX, 20XX
EXPIRES:	UNTIL RESCINDED
ISSUING AGENCY:	DEPARTMENT OF GENERAL SERVICES

SUBJECT:

REFERENCES:
SUPERSEDES MANAGEMENT MEMO NO: (if necessary)

Purpose

Policy

Requirement(s) (If necessary)

Background (If necessary)

Procedure/ Process (If necessary)

Questions (Contact information)

Signature Original signed by Fred Klass, Director

Fred Klass, Director
Department of General Services