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**DATE:** (date of letter)

**TO:** Jan Jackson, LCTCS Senior Vice President of Finance & Administration

**THROUGH:** Joseph F. Marin, LCTCS Director of Budget & Planning

**FROM:** Helen Harris, BRCC Interim Vice Chancellor of Finance

**RE:** LCTCS Board of Supervisors Contract Approval Request

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Dear Ms. Jackson:

In accordance with LCTCS Policy #5.003 (Contract Submission and Approval), enclosed for your review and presentation to the LCTCS System President and the LCTCS Board of Supervisors for approval is the following contract:

**Contractor** – (Contractor’s name)

**Contract Amount** - $

**Source of Funds** – (General Funds, Grant (specify grant), etc.)

**Contract Summary** – (Brief Summary of Contract)

BRCC request that this contract is placed on the agenda for the next LCTCS Board of Supervisors meeting. Upon approval of the above reference contract, **please forward a copy of the approved Board action item document** to Quintesah Syas at SyasQ@mybrcc.edu for our records.

Upon approval by the LCTCS Board of Supervisors, the contract will be submitted to the Office of Contractual Review and State Civil Service, as required, for approval. If additional information is needed, please contact me at 216-8287.

Sincerely,

Helen Harris