**Department of Administration**

OFFICE OF PROCUREMENT & PROPERTY MANAGEMENT

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October 20, 2021

**MEMORANDUM**

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: Thor Vue

 Chief Procurement Officer

 OPPM, Department of Administration

Thru: OPPM Policy and Oversight Section

 Mindy Birk, Chief of Policy

 OPPM, Department of Administration

Subject: Procurement Violation Report

This procurement violation report is being submitted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in accordance with AAM 82.330.

**Description of Procurement Violation**

**Procurement Officer’s Investigation Findings:**

**Procurement Officer’s Conclusions and Recommendations for Corrective Action:**