

ATTACHMENT D, SAMPLE LETTER FROM PURCHASING TO SUBCONTRACTOR

UW
UNIVERSITY OF WASHINGTON

Purchasing Department

Date

Name of Subcontractor
Address
Anytown, USA

Attn:

Enclosed are two copies of University of Washington Subcontract No. XXXXXXX dated for the project entitled "XXXXXXXXXXXXXXXXXXXXX."

Any proposed changes to the terms and conditions of this Subcontract should be directed to the GCS Subcontract Administrator, Grant and Contract Services at (206) 543-4043 or email xxxxxx@u.washington.edu. All other questions should be directed to me at (206) 543-5823 or email xxxxxx@u.washington.edu.

Our Subcontract No. XXXXXXX should be referenced on all invoices and other correspondence relating to this Subcontract.

Please sign and return one copy to this office.

Sincerely yours,

Assistant to the Director and
Client Support Manager for Subcontracts

DE:gr

cc: UW PI
UW Staff
GCS Subcontract Administrator