**INTER OFFICE MEMO**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Party** | contractParty | | |
| **Brief Description** | briefDescription | | |
| **Annexure** | annexure | | |
| **Amt** | amount | | |
| **Contract Period** | contractPeriod | | |
| **Budgeted** | budgeted | | |
| **Cost Center** | costCenter | **Sub Cost Center** | subCostCenter |

1. **SCOPE OF WORK**

scopeOfWork

1. **COMPARATIVE COST ANALYSIS**

comparativeCostAnalysis

1. **RECOMMENDATION AND RATIONALE:**

recommendationAndRationale

|  |  |  |
| --- | --- | --- |
| **Initiated d By**  initiatedBy | **Reviewed By**  reviewedBy | **Approved by**  approvedBy |
| **Roleinitiated** | **Rolereview** | **Roleapprove** |

1. **ANNEXURE**

annexure

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Current Monthly cost | Renewal monthly cost | Total Renewal cost |
| description | CMC | RMC | TMC |