Sample Memorandum for Approval of Agreement with a Private Entity

Memorandum

To: Director *-or- Supervising Directorate Member*

Through: Assistant Director - Business Management and Operations *-or-*
if the Supervising Directorate Member is the approving authority, provide a copy of the memorandum to the Assistant Director - Business Management and Operations after it's signed

From: Supervising Directorate Member *-or- Deputy/Assistant Regional Director*

Subject: Request for Reimbursable Authority with [name of private entity]

In accordance with Service Manual Part 264, chapter 2, I request your approval to enter into an agreement with [name of private entity] for reimbursable work.

Consistency with the Service's Mission
The [name of private entity] requested that the Service's [Region/field office/program] perform the following work: *Summary of services or product that we will provide and estimated reimbursement.*

We estimate that completion of this work will help to [benefits to be achieved], consistent with the Service's mission.

_____ is requesting the Service's expertise because _____.
Provide a summary of scope of work and cost of agreement.

After both parties accept this agreement, [name of private entity] agrees to make an advance payment to the U.S. Fish and Wildlife Service for $_____.

Attachment(s)

_____ Approved
_____ Not Approved

_____
Director, U.S. Fish and Wildlife Service Date
-or- Supervising Directorate Member [see sections 2.5, 2.12, and 2.18 for conditions of approval]

Comments: