



Operations Manual

Governed By: Marketing/Communications	Effective Date: 01/01/2013
Procedure: #10 - Memorandums	Updated Last: 04/29/2013
Purpose: To ensure proper memorandum use	
Refer to Policy #:	

Summary:

The Memorandum template is available on the intranet to be used for internal written communications. This format is convenient for staff announcements, agency memorandums, and more.

Program or Site: (program name)	Effective Date: (mm/dd/yyyy)
Procedure: (procedure name)	Updated Last: (mm/dd/yyyy)
Purpose: (what is the purpose of this procedure?)	

Summary: