**Memorandum**

**Approval for Assignment**

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| --- | --- |
| To: | UCSF Government & Business Contracts  |
|  | (415) 502-4029 , GBCinfo@ucsf.edu  |
|  |  |
| From: | UCSF [Department Name] |
|  |  |
| **Re:** | **Intergovernmental Personnel Agreement (IPA)** |

This memo is intended for UCSF internal purposes to provide the approvals for the referenced IPA. By signing below, the indicated department signors approve of the following assignment:

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| --- | --- |
| Participating Employee(s): |  |
| Dates of Assignment: |  |
| Federal Agency: |  |

Scope:

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UCSF Signatures:

|  |  |  |  |
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|  |  |  |  |
| Department Chair (or Delegate)  |  | MSO/Finance (if required) |  |