

Guide to Judiciary Policy

Vol 14: Procurement
Ch 7: Contract Administration

Appx 7A: Sample Notice of Assignment

To: _____ [Name of Contracting Officer].

This has reference to Contract No. _____ dated _____, entered into between _____ [Contractor's name and address] and _____ [name of judiciary office and address], for _____ [Describe nature of the contract].

Moneys due or to become due under the contract described above have been assigned to the undersigned under the provisions of the Assignment of Claims Act of 1940, as amended, 31 U.S.C. § 3727, 41 U.S.C. § 15.

A true copy of the instrument of assignment executed by _____ [Contractor's name] on _____ [Date], is attached to the original notice.

Payments due or to become due under this contract should be made to the undersigned assignee.

Please return to the undersigned the three enclosed copies of this notice with appropriate notations showing the date and hour of receipt, and signed by the person acknowledging receipt on behalf of the addressee.

Very truly yours,

[Name of Assignee]

By _____
[Signature of Signing Officer]

[Title of Signing Officer]

[Address of Assignee]

Acknowledgment

Receipt is acknowledged of the above notice and of a copy of the instrument of assignment. They were received ____ (a.m.) (p.m.) on _____, 20__.

[Signature]

[Title]

On behalf of

[Name of judiciary office of Addressee of this Notice]