

ACCESSING THE FCO DEMAND LETTER TEMPLATE:

To access all of the features of the FCO Demand Letter Template, your macro security setting must be set to Medium. To change your macro security settings:

Go to "Tools" in the menu bar

Select "Macro"

Select "Security"

Select "Medium" under the Security Level tab

Select OK

When opening the FCO Demand Letter Template, a pop up box will appear with a security warning:

Select "Enable Macros"

COMPLETING THE FCO DEMAND LETTER AND NEXT STEPS (PURCHASE ORDERS ONLY)

Choose contract number from the drop down list in initial shaded cells

The form will populate with the contract information

TAB to next shaded cells and enter college initial and purchase order sequence

TAB to next shaded cells and add complete cc: field

Send FCO Demand Letter to Supplier/ Consultant via FedEx

Print tracking information showing proof of delivery signature

Wait for appropriate number of days for signature and or response from Supplier / Consultant

If no response, process FCO form with CPM wet signature and deliver to program office

Include a copy of FCO Demand Letter and proof of delivery with FCO.