



**GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
1834 Kongens Gade
St. Thomas, Virgin Islands 00802
Tel: 340-774-0100**

MEMORANDUM

TO: Accounts Payable

THRU: Anthony D. Thomas, Territorial Director of Procurement

FROM: _____

DATE: _____

RE: Verification of Services for Subscriptions, Licenses, Venues, Online Services, etc.

This serves to verify that _____ provided services (licenses, venue accommodations, subscriptions, online services, etc.) to the Virgin Islands Department of Education and that all deliverables have been completed and received. The services rendered are associated with **Purchase Order #** _____ in the amount of \$ _____ .

Name of Program Manager

Date