

MEMORANDUM

TO: Business Officers
Controllers & Bookkeepers

DEADLINE FEBRUARY 10, 1998

FROM: Annette H. Dishner, Accountant
Auditing & Accounting

DATE: February 2, 1998

SUBJECT: Literacy Expenditures (Actual)

In an attempt to estimate funds to be drawn from the Federal Government for Literacy funding, the System Office is requesting the following information which should be actual expenditures (in total only) for the period July 1, 1997 - January 31, 1998.

This information must be returned to me no later than Tuesday, February 10, 1998.

If you have questions, please contact me. Also, refer to Section 3, page 50, Item a, of the Accounting Procedures Manual.

Thank you!!

TEACHER TRAINING : \$ _____
INSTITUTIONALIZED INSTRUCTION : \$ _____
ALL OTHER ABE EXPENDITURES : \$ _____ (e.g., regular instruction, recruiting, and
administration of the ABE program

CC-98-031
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