

February 16, 1998

IMPORTANT!

Deadline: March 2

MEMORANDUM

TO: Business Officers
North Carolina Community College System

FROM: Larry Morgan, Director
Auditing and Accounting

SUBJECT: Fourth Quarter Certification Request

Please provide us with your April 1998 through June 1998 quarterly request for certification. You should project an accurate assessment of your needs, particularly with regard to your payroll, and return this information to Gina Sampson by March 2, 1998. For your information, your ending cash balances will be deducted from your monthly request.

If you have any questions, please contact me at (919) 733-7051, Extension 208.

LM/gs

Attachment
pc: Presidents

CC-98-056
E-MAIL

DEPARTMENT OF COMMUNITY COLLEGES

QUARTERLY CERTIFICATION REQUEST
(Estimated)

COLLEGE NAME

QUARTER UNDER REQUEST _____

	____1997____ Month	____1997____ Month	____1997____ Month
General Expense	\$ _____	\$ _____	\$ _____
Payroll (State)	\$ _____	\$ _____	\$ _____
Capital Outlay	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

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Month for which Certification is requested must be shown at the top of each column.

Return to: Gina Sampson Room 234I