

August 12, 1998

**IMPORTANT!**  
Deadline: August 28

**MEMORANDUM**

**TO:** Business Officers

**FROM:** Larry Morgan, Director  
Auditing and Accounting

**SUBJECT:** Second Quarter Certification Request

Please provide us with your October 1998 through December 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 August 28, 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-98-239  
E-Mail

**IMPORTANT!**  
Deadline: August 28

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

Quarterly Certification Request  
(Estimated)

\_\_\_\_\_  
(College Name)

Quarter Under Request: \_\_\_\_\_

	<u>October 1998</u>	<u>November 1998</u>	<u>December 1998</u>
General Expense	\$ _____	\$ _____	\$ _____
Payroll (State)	\$ _____	\$ _____	\$ _____
Capital Outlay	\$ _____	\$ _____	\$ _____
<b>TOTAL:</b>	\$ _____ =====	\$ _____ =====	\$ _____ =====

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

**Return to:** Gina Sampson  
(FAX: 919/733-6586)