

January 8, 1999

RETURN REQUESTED BY: JANUARY 22, 1999

MEMORANDUM

TO: Presidents

FROM: H. Martin Lancaster

SUBJECT: Additional Basic Skills Funding

Annually, the System Office receives requests for additional Basic Skills funding. If your Basic Skills program needs additional funding for the 1998-1999 program year, please complete the attached form with detailed explanations for each budget item and send to Dr. Randy L. Whitfield by Friday, January 22, 1999. If your college has already submitted a request, please complete the attached form and resubmit. Also, please notify us by that time if you have Basic Skills funding to revert.

HML:rw
Enclosure
pc: Senior Continuing Education Officers
Basic Skills Directors
Business Officers
Mr. Kennon D. Briggs
Dr. Elizabeth Lambert Johns
Mr. Chuck Barham

CC99-020
Paper Copy

REQUEST FOR ADDITIONAL BASIC SKILLS FUNDS

College Requesting Funding: _____

FUNDS REQUESTED

Salaries & Fringe Benefits, Instructional \$ _____

Explanation:

Materials \$ _____

-
Explanation:

Contractual Services \$ _____

Explanation:

Travel/Staff \$ _____

-
Explanation:

Transportation/Student \$ _____

-
Explanation:

Inservice Workshop \$ _____

-
Explanation:

TOTAL BUDGET

\$