

February 15, 1999

**IMPORTANT!**

Deadline: March 1

**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 1999 through June 1999 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 1, 1999. 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

CC99-055  
PAPER COPY