

August 11, 1999

IMPORTANT!

Deadline: September 1

MEMORANDUM

TO: Business Officers
North Carolina Community College System

FROM: Larry Morgan, Director
Auditing and Accounting

SUBJECT: Second Quarter Certification Request

Please provide us with your October 1999 through December 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 September 1, 1999. For your information, your ending cash balance in current will be deducted from your monthly request for payroll, and your ending cash balance in capital will be deducted from your monthly request for capital.

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

LM/gs

Attachment

pc: Presidents

CC99-226
PAPER COPY