

September 13, 1999

**IMPORTANT REMINDER**

**MEMORANDUM**

**TO:** Chief Business Officers  
North Carolina Community Colleges System

**FROM:** Annette Dishner, State-Aid Accountant  
North Carolina Community Colleges System

**SUBJECT:** Submission of Certificates of Deposits for Non-State Payrolls

As a reminder, non-state payroll requests must be included on your certificate of deposit form and faxed to this office 48 hours prior to the last working day of the month in which the non-state payroll has been requested. Failure to submit timely non-state payroll requests can result in a delay of payroll certification for your non-state request.

If you have questions, please feel free to contact me here at the System Office.

pc: Presidents  
Kennon Briggs  
Larry Morgan  
Alice Smith

CC99-253  
E-Mail

