

October 5, 1999

**IMPORTANT DEADLINE**  
**OCTOBER 21, 1999**

**MEMORANDUM**

**TO:** Business Officers

**FROM:** Kennon D. Briggs, Vice President for Business and Finance

**SUBJECT:** Survey - Projected Transfers  
2% Curriculum Salary Restriction

In an attempt to assist colleges address the two percent transfer restriction, the Finance and Capital Needs Committee (Committee) of the State Board, at its September 29 meeting, directed the System Office to survey colleges to determine each college's budget needs for the remainder of the fiscal year.

In order to furnish the Committee with the most accurate information and to make future decisions regarding the two percent transfer issue, each college should project their transfer needs as accurately as possible. We realize this will not be an easy task, but with a cooperative effort from each college, the Committee feels certain that the transfer restriction issue can be addressed in a way that will work best for the System as a whole.

The attached survey must be completed in total by purpose indicating your best projected transfer needs and returned to this office no later than Thursday, October 21, 1999, to the attention of Annette Dishner

If I can be of further assistance, please contact me.

KDB/ahd

Attachment

pc: Presidents  
Larry Morgan  
Alice Smith  
Annette Dishner

CC99-266  
Paper Copy