



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 10, 2000

RETURN REQUESTED BY: FEBRUARY 28, 2000

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 1999-2000 program year, please complete the attached form with detailed explanations for each budget item and send to Dr. Randy L. Whitfield by Monday, February 28, 2000. 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. Delores Parker

CC00-29
Paper copy
E-Mail

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 _____ \$ _____