

February 16, 2000

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 2000 through June 2000 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, 2000. 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

CC00-038
PAPER COPY

Deadline
March 1, 2000

North Carolina Community College System

Quarterly Certification Request
(Estimated)

COLLEGE NAME

QUARTER UNDER REQUEST FOURTH

	<u>April 2000</u>	<u>May 2000</u>	<u>June 2000</u>
General Expense	\$ _____	\$ _____	\$ _____
Payroll (State)	\$ _____	\$ _____	\$ _____
Capital Outlay (920)	\$ _____	\$ _____	\$ _____
(921)	\$ _____	\$ _____	\$ _____
 TOTAL	 \$ _____	 \$ _____	 \$ _____

Return to: Gina Sampson Room 234I
Fax #919-733-6586