



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 3, 2004

IMPORTANT!
Deadline: MARCH 1, 2004

Memorandum

TO: Chief Business Officers
Controllers/Bookkeepers

FROM: Larry Morgan, Director
Auditing and Accounting

SUBJECT: Fourth Quarter Certification Request FY 2003-04
April 2004 – June 2004

Attached you will find the fourth quarter certification request form for fiscal year 2003-04 that must be returned no later than **Monday, March 1, 2004 VIA E-MAIL** to the attention of Gina Sampson. Please do not fax or mail the form.

- Please be sure figures are placed on the correct lines and in whole dollars.
- If there is no amount on a specific line, please **do not** enter "N/A"; simply leave these lines blank.
- There are formulas already included in the form. Please adhere to these.

In processing monthly certifications, ending cash balances will be deducted from your monthly request.

If you have any questions, please contact me at (919) 807-7073.

LM/gs

Attachment

pc: Alice Smith
Annette Dishner
Presidents

CC04-022
E-MAIL

DEADLINE
March 1, 2004

North Carolina Community College System

**Fourth Quarter Certification
 Request
 (Estimated)**

COLLEGE NAME: _____

	APRIL '04	MAY '04	JUNE '04
Part-Time (Mid Month-State) PR Contracted Services (19XX)			
Total Mid-Month Payroll	-	-	-
* General Expense			
Capital Outlay:			
(920)			
(921)			
(922)			
(923)			
(930)			
Total Capital Outlay	-	-	-
Full -Time Payroll (state funds only)			
** Less Non-State Payroll (enter a negative if included in full-time payroll above)			
Total Full-Time Payroll	-	-	-
FOURTH QUARTER TOTAL	-	-	-

* Include anticipated New Industry (361) and HB275 (362, 366 & 369) certification.

** If you have included your non-state payroll along with your full-time payroll on line 28 above, please enter the non-state payroll amount. This amount cannot be certified as part of your full-time payroll request.

Return to Gina Sampson
 Via E-Mail

