



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 25, 2004

IMPORTANT!
Deadline: MARCH 1, 2005

Memorandum

TO: Chief Business Officers
Controllors/Bookkeepers

FROM: Larry Morgan, Director
Auditing and Accounting

SUBJECT: Fourth Quarter Certification Request FY 2004-05
April 2005 – June 2005

Attached you will find the fourth quarter certification request form for fiscal year 2004-05 that must be returned no later than **Tuesday, March 1, 2005 VIA E-MAIL** to the attention of Joy Wright. 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/jw

Attachment

pc: Alice Smith
Annette Dishner
Presidents

CC05-048
E-MAIL