

Student Name

1. Student name in header

2. 2"

6. TABS

TO: All Employees

FROM: Justin Reed, Accounting Department

DATE: June 5, 2007

SUBJECT: EXPENSE FORMS

7. Subject in ALL

5. DS

Please start using the attached expense form when you submit your June expenses. Your suggestions for improving the form were very helpful. We are confident that you will find the form easier to complete.

4. 1"

8. SS

We were able to accommodate those of you who requested that the form be put on the computer. You can access the form on the network by retrieving the EXPNFORM file. Of course, we encourage all of you to use the computerized form, if possible; most of the delays in processing the expense forms are a result of illegible writing.

3. 1"

If you encounter any problems with the form, please call Mary Nen (Extensions 2871).

12. DS

ri

9/10. Reference initials/lower case

Attachment

11. Attachment notation