

MEMORANDUM

To: Angela McPhail

From: Ashley Turnipseed

Re: Intermediate Public Procurement Class

As a follow-up to our previous phone conversation, I am submitting this cancellation for the Intermediate Public Procurement class that is scheduled for November 8-10, 2000. We have just recently found out that we will be moving to our new location in the Woolfolk building during this time. We have already submitted payment for this class and are requesting a refund if possible. The warrant number is 0006666173 for \$550.00 written on 7/11/00.

Thank you for your attention to this.