

MEMORANDUM

TO: Financial Control
FROM: John O. Gilbert
RE: Warrant to be paid through SAAS
DATE: March 31, 2000

This warrant through SAAS is requested due to an error that occurred during the previous administration's processing of final payroll. The Fordice administration, when making adjustments for underpaid dental premiums, modified the deduction rather than expiring the deduction and setting up a new deduction. This resulted in a credit being generated in SPAHRS incorrectly for Blue Bonnet Life Insurance. After consulting with Joyce Jordan, we have determined this is the best method to correct this problem.

Blue Bonnet Life Insurance
Vendor # V0001704320

\$190.32 Use Code # 60010