

MEMORANDUM

To: John Townsend

From: Ashley Turnipseed

Date: July 6, 2001

Re: PV 10120010001461

At the end of each fiscal year, we are required to give all unexpended funds back to MDA- Workforce Investment Act Project subgrant. We are unable to process this request by using a GT document transfer, because the subgrant requires that a check number be issued as part of the fiscal year closeout package.

Please accept this letter as our request to pay, as we are unable to furnish an invoice.

Thank you.