

Office Symbol

Date

MEMORANDUM FOR CEFC-R/GILDEA

SUBJECT: Correction of Labor Cost Codes.

The following employees have been incorrectly charged on their certified labor, please make the appropriate labor cost transfer as follows:

<u>Employee</u>	<u>Date</u>	<u># hours</u>	<u>Type</u>	<u>Fr WI/Charge Code</u>	<u>To WI/Charge Code</u>
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Reason: *Required explanation*

Signature

Input : _____
Date

Eileen S. Gildea, Accountant

Reviewed: _____
Date

James R. Greene, Dep Dir Resource Management