

****PRELIMINARY CLOSE REPORTS****
*(**NOT** applicable to **remote print** or **Reportline** agencies)*

MEMORANDUM

TO: Supervisor, Reports Distribution
Department of Accounts
101 N. 14th Street
Monroe Building - 2nd Floor
P.O. Box 1971
Richmond, VA 23218-1971

FROM: _____, Fiscal Officer

Agency: _____

Agency Code: _____

SUBJECT: **PRELIMINARY CLOSE REPORTS**

I intend to have my agency's **PRELIMINARY CLOSE REPORTS** picked up at the Department of Accounts, 2nd Floor, Monroe Building, Richmond, **between noon and 4:00 p.m. on Thursday, July 7, 2005.**

The pick up will be made by:

(name of agency employee or courier)

(phone number of agency employee or courier)

I understand that if these reports are not picked up by 4:00 p.m. they will be distributed through normal channels.

I also understand that the agency employee or courier service making this pickup must present a copy of this memorandum to DOA at the time of pickup. If the agency employee or courier service does not present a copy of this memorandum during pickup, the reports will not be released and will be distributed through normal channels.

Signed by the Fiscal Officer:

Signature: _____

Typed Name: _____

Title: _____

Date: _____