

April 22, 1996

To: Marisa Smith, Accountant  
GSA External Services

From: Tracy Shycoff  
Associate Director for Administration

Subject: FY96 Obligations and Expenditures

As we discussed last week, attached are the Near Input Transmittal Sheets for FY96. All obligations and expenditures should be moved to 989.6 from 991.X. Additionally, all salary and benefits charges and all payments for GSA support since October 1 should be moved to 989.6.

I have also attached transmittal sheets for 991.X charges since October 1. I don't know if they will be helpful, but it will help to show the small amount of activity for that fund code this fiscal year.

Please let me know if you need any further information. Thanks for your help.