

GENERAL PROCEDURES * LOUISIANA

FINANCES:

All checks will be made out in the state office and then sent to the Regional Office for distribution to parish projects.

Requests for cash should be sent to the Regional Office, approved by the Regional director, then forwarded to the State office for handling.

Financial reports are to follow the same channels.

A petty cash fund of \$100.00 and an emergency fund of \$200.00 will be retained in the Regional office for said purpose.

REPORTS:

One copy of Field Reports should be sent to the State Office; two copies to the Regional Office; and one copy should be kept on the project.

Mileage reports should be sent to the Regional Office for approval and forwarded by the Regional Director to the State Office.

Voter Registration Reports should be sent to the State Office, with two copies sent to Regional Office.

Long Distance Calls reports should be sent to the Regional Office for approval and then forwarded to the State Office by the Regional Director.

WATS LINE:

Each parish project will be contacted by telephone three to four times a day for information on the project activities.

J. Rollins