TO: Louisiana Staff
FROM: Ronnie M. Moore
RE: Finances & Reports

I. Finances
   A. All checks will be made \textit{out from} the State Office.
   B. Requests for money should be sent to the State Office.
   C. Financial reports should be sent to the State Office on a weekly basis.
      1. Financial reports should account for all money you have received for utilities, deposits, automobile expenses, project expenses, etc.
      2. \textit{Receipts must be attached to} financial reports!

II. Reports
   A. Field reports should be sent to the State Office on a weekly basis. – two (2) copies please.
   B. Mileage reports should be sent to the State Office on a weekly basis.
   C. Long distance calls reports should be sent to the State Office on a monthly basis.

june 26, 1965
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