

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

I. Finances

- A. All checks will be made 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. 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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