
INTEROFFICE MEMORANDUM

TO: MICHAEL A. THOMAS, CPA, DIRECTOR OF FINANCE

FROM: _____

SUBJECT: FISCAL OFFICER'S CERTIFICATE

DATE: _____

This memo is my request for your certification of available funds for the following expenditure(s).

NOTE: This request may ONLY be made for individual invoices under \$3,000.

PURCHASE ORDER NUMBER _____

INVOICE NUMBER _____

INVOICE AMOUNT _____

It is hereby certified that the amount necessary to meet the obligation, contract, agreement, payment or expenditure described on the attached hereto was then at the time of the obligation, contract, agreement, payment or expenditures and is now lawfully appropriated or authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the fund(s) named herein free from any obligation or certification now outstanding.



Michael A. Thomas, CPA
Director of Finance