

# Memo

To: C. Fistrain

From: M. Thompson

CC:

Date: July 11, 2019

Re: Regarding correction of funding source for furniture invoice payment

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Please ensure that the correcting Journal Entry is complete with the proper text in the **Assignment** field. It should read **RENO**, as we'd like to track the spending for that conference.

Thanks,

*M. Thompson*

Dept Fin Officer

**HINTS**

**QRG:** Document Change