

September 2, 2004

**WEST VIRGINIA BULLETIN NO. WV250-4-13**

Phone:  
(304) 284-7540 **SUBJECT: FNM – FY – 2004 Closing Instructions.**

Fax:  
(304) 284-4839 **Purpose.** To provide end of year (EOY) closing instructions.

**Expiration Date.** October 31, 2004

Please complete and send [WV250-1 End of Year Report \(EOY\) Form](#) to the FNM Section in the State Office to be received no later than **September 22, 2004**. Please estimate all unreported payables for travel and purchases on this year-end report through September 30, 2004. If you are completing this form for more than one office (i.e. area and field or area and watershed) please make a separate copy of the form and indicate at the top of your report which office is being reported. **NEGATIVE RESPONSES ARE REQUIRED.**

All travel occurring during September or any travel prior to September that has not been reimbursed must be included on the [WV250-1 End of Year Report \(EOY\) Form](#). If a voucher has been prepared, please send a copy of the first page of the AD-616 with your report. If your travel has not been prepared, please submit your best guess on the worksheet.

Travel vouchers for FY-2004 may be transmitted online until September 23, 2004 at noon. Vouchers not submitted online by noon on September 23, 2004 will be held until October 1, 2004, to allow NFC time to clear most of its suspense items for FY-2004.

All Purchase Card holders need to have reconciliation done by September 21, 2004. All un-reconciled transactions need to be sent to us along with the dollar amount and object class being charged.

Area administrative coordinators should contact the FNM section on the morning of September 22, 2004 with the following information:

1. Estimated overtime charges by employee for the period of September 19-30, 2004.
2. Estimated time worked by WAE's (by employee) for the same time period as in #1 above.

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3. Credit card charges for the month of September.

We appreciate your assistance and cooperation in the closeout procedures. If you have any questions, please contact the FNM staff.

/S/ Charlotte Wertz, Acting for

Lillian V. Woods  
State Conservationist

Attachment: [WV250-1 End of Year Report \(EOY\) Form](#)

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