
September 13, 2004

WEST VIRGINIA BULLETIN NO: WV250-4-15

SUBJECT: Additional Year-End Instruction

Purpose: To request all employees charge same fund in pay period 19 as in pay period 18.

Expiration Date: This bulletin expires September 30, 2004

URGENT!

In pay period 19 (September 19-30) all employees are asked to charge the same fund as in pay period 18. If your T&A reflects a significant difference between PP18 and PP19, discuss with your supervisor, and forward to the appropriate Principal Staff/ASTC FO as follows:

Lillian Woods, Jim Piper, Lorenzo Henderson, Charlotte Wertz, Steve Carpenter, Dick Judy, Rick Heaslip, Carol Lagodich, Pat Bowen, Noah Mullins, Kelly Sponaugle.

Principal Staff & ASTC FO's are required to collaborate with Susan Edgar.

If you have questions or need additional information, please contact Charlotte Wertz at (304)-284-7551 or Charlotte.Wertz@wv.usda.gov.

/s/

**LILLIAN V. WOODS
State Conservationist**

DIST: E