



**UNIVERSITY OF THE DISTRICT OF COLUMBIA
OFFICE OF THE VICE PRESIDENT FOR REAL ESTATE
AND FACILITIES MANAGEMENT**

June 21, 2011

M E M O R A N D U M

TO: The University Community

FROM: Armando R. Prieto, Executive Assistant
Campus Services

SUBJECT: Payment process for University Motor Coach Services

Please be advised that the process for making payment for the use of the University motor coach services will be as follows: Once the transportation coordinator has received your request, a response with the cost of the service will be sent to the requestor. The requestor must then have the funds reprogrammed from their departmental funds to index 6400 D, account number 713165. The reprogramming must be done a minimum of fifteen (15) days prior to the date of the requested trip. The funds must be in place in order for the trip to take place.

Kindly place the attributes of your departmental funding source on the last line of the Motor Coach request form (Funding Certification & Attributes). Kindly send a copy of the reprogramming request to Ms. Cassandra Parker.

If additional information is needed, please feel free to contact me on (202) 438-2179. Thank you.