

COPY NUMBER ASSIGNMENT

For control purposes, each Accounting Manual set is assigned a copy number. This number and other set assignment information should be entered below and the sheet inserted in the front of the Manual for reference.

The advice sheet on page 2 or an email message request may be used to request assignment changes.

- A copy of the completed sheet should be forwarded to the Accounting Manual editor at the following address:

- * Payroll Coordination and Tax Services
1111 Franklin Street, #10106E
Oakland, California 94607-5200

- An electronic request may be emailed to the editor at the address provided on the Accounting Manual web site.

COPY NUMBER

ASSIGNED TO: Office/Unit_____

Address/Location_____

(Date)_____

TO: ACCOUNTING MANUAL EDITOR

SUBJECT: Change in Assignment of Accounting Manual

Copy No. _____

Please change the assignment of the above Accounting Manual, as follows:

FROM: Office/Unit_____

Address/Location_____

TO: Office/Unit_____

Address/Location_____

Change Requested by _____

Telephone _____