

Wendy Judy, 11:53 28/3/01 -06, Accounting procedures for EART

Status: U

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id <HM8XSNGK>; Wed, 28 Mar 2001 11:53:28 -0600

Message-ID: <E1844C659D7DD411982A0020352A67A701F1CAA5@acb2d202.ipt.aol.com>

From: Wendy Judy <wljudy@earth.ac.cr>

To: inter-a@mju.ac.th

Cc: "Meg Harris' (E-mail)" <mharris@salzburgseminar.org>

, "Ruben Umaly (E-mail)" <cenintaf@ccs.sut.ac.th>

Subject: Accounting procedures for EARTH University

Date: Wed, 28 Mar 2001 11:53:24 -0600

MIME-Version: 1.0

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Content-Type: text/plain;
charset="windows-1252"

Dear Dr. Nipon,

Meg Harris and Ruben Umaly have asked me to let you know what we will require in terms of accounting in order to facilitate your reimbursement for the meeting to be held at your institution next week. I apologize for the delay in getting back to you.

First I wanted to confirm that we have already requested the transfer of \$3500 to the following bank account in Chiang Mai:

Bank	:	The Siam Commercial Bank Public Company Limited
Code	:	STCOTHBK
Name	:	Maejo University
Branch	:	Maejo
Account	:	Saving A/C
Account No.	:	596-2-03491-7

This is being transacted in Miami today, Mar. 28, and we have been assured that you will have it by Friday, Mar. 30, at the latest.

For goods and services provided by your University, please give us an itemized accounting of those costs, in English, on your institutional letterhead, and signed by yourself, or the appropriate authority.

*Wendy
28/03/01
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For any expenses paid to providers other than your University, please provide the original receipts (in baht is OK)-- but please attach to each one a small signed note explaining what it is, and indicating the equivalent value in US dollars according to the rate of exchange the day the receipt was paid.

If you are able to provide all this at the end of the seminar and send it back to EARTH with Mr. James French, then we could transfer the remaining balance owed to Maejo University the week immediately following the workshop.

If you cannot manage this, then please send it all as soon as possible by DHL to

EARTH University
POPs de Curridabat, 200 metros sur, 25 oeste
San José
Costa Rica
Tel: 506-253-5454
or: 506- 713- 0000

You may include the cost of the DHL service in your invoice.

As soon as we have these original documents in hand we will transfer the remaining balance owed to Maejo University.

Thank you for all your work in the organization of this event, and if I can be of any further help, please do not hesitate to contact me.

Best regards,

Wendy Judy at
EARTH University