

# Memo

**To:** Greg Heath, Finance Director  
**From:** Shannon Fielder, Accounts Payable  
**Date:** February 8, 2012  
**Re:** Tuition Reimbursement

This memo is to request tuition reimbursement for course work taken for credit towards my MBA.

ADM514 APPLIED MANAGERIAL ACCOUNTING

An official transcript and receipts will be submitted once coursework has been completed

please Budget for 2013 and 2014  
 expected graduation date March 2014.

*Shannon Fielder*

*\$1,000/Year*

*4-A*

Credit Hr. Rate.		
	<u>00</u>	<u>110</u>
NW state	\$136	
B6	418	483
Tot.	\$316	507