



# State of North Carolina

## Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

April 20, 2004

**MEMORANDUM NO: PR2004-010**

**TO:** Chief Fiscal Officers  
Central Payroll Liaisons

**FROM:** Gwen Canady  
Deputy State Controller

**SUBJECT:** Central Payroll Downtown Mail Pick-Up

We are pleased to announce that effective Wednesday, April 21<sup>st</sup> procedures for pick-up and drop-off of mail for Central Payroll and other OSC services will once again be available in the downtown government complex. The Department of Administration Office of Fiscal Management has graciously agreed to be the collection point and ITS will deliver and pick-up from them twice daily. The collection point will be Room 2024 on the 2<sup>nd</sup> floor of the Administration Building and the times available for pick-up and drop-off will be from 8:30 am – 4:00 pm daily. A sign-in procedure will be implemented.

We appreciate everyone's patience while we worked out a solution that would be efficient and effective for everyone, while providing the necessary security. We would remind you that over time there will be a reduction in the distribution of manual materials as we continue automation improvements. In the very near future, payroll registers will be available on-line.

If you have any questions with the new procedures, please direct them to Gwen Canady at OSC (981-5405) or to Kathy Crooke at DOA (733-2650). Thank you!

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State Courier: 56-50-10

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