



State of North Carolina

Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

April 5, 2004

MEMORANDUM NO. PR2004-007

TO: All Agencies Served by the State Controller's Office
Payroll Section

FROM: Roger Farmer
Payroll Administrator

SUBJECT: Mail Pick up Through ITS Input/Output Window

This memorandum concerns only those agencies using the ITS INPUT/OUTPUT window, located in the Administration Building, for their payroll information.

In the past, the Information Technology Services (ITS) has allowed our office to make use of their input/output office for the pickup and delivery of payroll related information. Due to staffing changes within ITS, an employee may not always be present to ensure the security of the payroll information. Therefore, in order to enhance the security of the in-town payroll pickup and drop off procedure, we are moving the site for pickup and delivery to the OSC location at 3512 Bush Street. Effective April 12, 2004, you will need to begin using this location. Our payroll office is on the left side of the building, and you will need to ring the bell to be admitted.

We appreciate your understanding of this change. If you have any questions, please e-mail me at rfarmer@mail.osc.state.nc.us.

MAILING ADDRESS
1410 Mail Service Center
Raleigh, NC 27699-1410

Telephone: (919) 981-5454
Fax Number: (919) 981-5567
State Courier: 56-50-10

Website: www.osc.state.nc.us/OSC/

LOCATION
3512 Bush Street
Raleigh, NC