

# ATTACHMENT 1

ITEM	DATE	PROCEDURES
<p>CAPITAL IMPROVEMENT FUNDS (APPROPRIATED, COPS, LOBS, 2/3 GO)</p>	<p>6/7/2012</p>	<p>Requisitions and Transfers must be entered into CMCS before 10:30 to be processed in the 2011-2012 fiscal year.</p> <p>Certifications of Deposit must be entered in CMCS and received by the State Treasurer by 1:30 pm to be processed in the 2011-2012 fiscal year.</p> <p>Capital Improvement Reports are due to OSC by <b><u>June 20, 2012</u></b>.</p>
<p>CAPITAL IMPROVEMEMENT REVERSIONS</p>	<p>6/11/2012</p>	<p><b>NCAS A/P PROCESSING:</b>            IGO vendor Number: 561611588-08 (OSCGENFUNDREV)            Remittance message: FY2012 Reversions</p> <p><b>NON NCAS A/P PROCESSING:</b>            CMCS transfer to department code 9973            "Budget Code Number" of reverting code on explanation line</p>
<p>SALE, LEASE, RENTAL of STATE LANDS G.S. 146-30</p>	<p>6/18/2012</p>	<p><b>NCAS A/P PROCESSING:</b>            IGO vendor Number: 561611588-08 (OSCGENFUNDREV)            Remittance message: FY2012 Net Proceeds from Sale, Lease, Rental</p> <p><b>NON NCAS A/P PROCESSING:</b>            CMCS transfer to department code 9978            "Net Proceeds from Sale, Lease or Rental" on explanation line</p>
<p>SALE of SURPLUS PROPERTY G.S 143-64.05</p>	<p>6/18/2012</p>	<p><b>NCAS A/P PROCESSING:</b>            IGO vendor Number: 561611588-08 (OSCGENFUNDREV)            Remittance message: FY2012 Sale of Surplus</p> <p><b>NON NCAS A/P PROCESSING:</b>            CMCS transfer to department code 9978            "Sale of Surplus Property" on explanation line</p>