

Memorandum

U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT

TO:

DATE:

IN REPLY REFER TO:

FROM: Robert P. Tolbert, Administrative Officer

SUBJECT: Certification of Telephone Bills

The attached Telephone invoice(s) reflect calls billed to phone numbers under your jurisdiction and control. Please review, sign certification on the attachment, and return to this office by _____.

Collection will be necessary for calls determined to be personal. Please have checks made payable to the Department of Housing and Urban Development in the amount of the call(s), plus 1 percent excise tax. All checks are to be forwarded to this Office with the certified bill.

Director

Attachment

Previous Edition is Obsolete

HUD-96 (4-80)

Previous Edition May Be Used

HUD-21D (10-68)
8/83