

Clemson University

Gary A. Ransdell
Vice President for Institutional Advancement

DATE: November 30, 1992

TO: Dot Burchfield

RE: City of Clemson

Please prepare a check for \$2,000 and send it to the Mayor's Office for the purposes outlined in the Mayor's letter of November 12. Take the money out of the Joint City-University Account in the Unrestricted Budget. This is more than that account is budgeted to provide. We will cover the deficit with positive balances in other accounts. Let me know if you need anything else.

Gary
___ For your information and files.

xc: ✓ President Lennon
David Larson
Nick Lomax
My Files

Please:

- Prepare a response to this for your signature.
- Prepare a response to this for my signature.
- Return with comments
- Recommend a course of action.
- Take action. Let me know what you did and the results.
- Take action. No further communication with me is necessary.
- Read and return.
- Read and pass on.

110 Daniel Drive, Clemson, SC 29634-5601
(803) 656-2123



City of Clemson

Office of the Mayor

NOV 23 1992

Larry W. Abernathy
Mayor

November 12, 1992

Dr. A. Max Lennon, President
Clemson University
201 Sikes Hall
Clemson, SC 29634

Dear Max:

The City of Clemson has been awarded a \$10,000 Urban and Community Forestry Grant (America the Beautiful) to prepare an in-depth "Community Tree Plan for the City of Clemson". The City, Clemson Area Chamber of Commerce, and Clemson University pledged \$2,000 each as the local match portion of this grant. Our finance department has requested that your \$2,000 be forwarded to the City to be credited to the America the Beautiful account so that this project may move forward. We would appreciate your cooperation in this matter.

If you have any questions, do not hesitate to contact me.

Sincerely,

LARRY W. ABERNATHY
Mayor

*R. Beasant
Joint City-University
Committee has \$1,500.*

Post-It™ brand fax transmittal memo 7671		# of pages ▶	1
To	Dot Burchfield		
From	R. Patterson		
Co.	Co.		
Dept.	Dept.		
Phone #	656-0879		
Fax #	656-5899		