Memo

To: Deborah Keith

From: Heather Scott, SUNY Potsdam, SUNYCAP NPO Committee

Date:

Re: New Professionals Orientation Payment

Deborah,

The check for K. Crump, E. Coakley, and C. Chase needs to be made out to **SUNYCAP**, not SUNY Potsdam. Please re-issue another check. Then, please send the check to Luke Nadzadi at SUNY Oswego and he will be able to provide you with a Registration Receipt. His address is as follows:

Luke Nadzadi, Office of Admissions, 229 Sheldon Hall, SUNY Oswego, Oswego, NY 13126

Thank you,

Heather Scott

NPO Committee