

JUN 23 2000

Monroe County Library System
ATTN: Mr. James F. Warwick, Director
3700 Custer Road
Monroe, MI 48161

Dear Mr. Warwick:

SUBJECT: CLOSEOUT OF NRC COOPERATIVE AGREEMENT NO. NRC-10-87-340

The subject cooperative agreement expired on September 16, 1999, and we are initiating closeout action. The following items are required to close the cooperative agreement:

1. Final Report
2. Final Certification (Form enclosed)
3. Financial Status Report (SF 269) (Form enclosed)
4. Request For Advance or Reimbursement (SF 270) (Form enclosed)
5. Federal Cash Transaction Report (SF 272) (Form enclosed)
6. An inventory list of Government Furnished Property
7. An inventory list of equipment and personal property acquired with cooperative agreement funds having a unit acquisition cost over \$1,000.00
8. Final Disclosure of Inventions in Accordance with 10(b)(1)(iii), Appendix A, NRC Project Grant Provision.

If any of these items are not applicable to the subject cooperative agreement, a negative reply and explanation are required, or if you have already furnished the above information, please state when and to whom it was submitted. Also, indicate your point of contact by name and telephone number for any future inquiries.

Your prompt attention is appreciated. If you have any questions or need further information regarding the above subject matter, please contact Michael Mills at 301-415-6550.

Sincerely,

Mary H. Mace, Contracting Officer
Contract Management Branch 1
Division of Contracts and Property Management
Office of Administration

Enclosures: As stated

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DATE	06/22/2000	06/23/2000	06/23/00		

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