Memo from ChemIT (Oliver)

Create a Remedy INC to myself to collect all responses.

From: ChemIT
To: Group Leader
cc: IT Group Rep
Subject: INCxxxx: ChemIT invoice true-up

Dear (Group leader),

Please verify the following counts of people and computers in your group by (date; ~2 weeks? a Thursday?). Thank you!

The counts of people and computers in your group are used by ChemIT to calculate your group's monthly charges. No response to this message will be interpreted as a confirmation- thank you.

People in your group:

   Change from last year:

Computers in your group:

   Change from last year:

   Note: Your IT Group Rep has...(info about when the last inventory was conducted). For example: Your IT Group Rep, (IT Group Rep), coordinated the computer counts before 6/16/2014.

To assist in confirming the above numbers, attached is a draft copy of September's monthly statement for your group, containing specific names, along with computer counts by room number.

The counts identified now will be used throughout the year unless there are changes approved by the Will Dichtel, Chair of the CCB Technology Committee. For more details, please refer to this ChemIT web page:

https://confluence.cornell.edu/x/oQoQD

The above web page also lists the higher rates for FY15, per Will Dichtel's recent announcement.

As always, if you need me to use a different account number, just let me know at <ChemIT@cornell.edu>.

In gratitude and service, -Oliver.