



UNITED STATE GOVERNMENT MEMORANDUM
LIBRARY OF CONGRESS, JAKARTA OFFICE

Date: April 22, 2019
To: Southeast Asia CAP Participants
From: Carol L. Mitchell, Field Director 
Subject: CAPSEA 2nd Quarter Statement for FY 2019

We have uploaded unto LOC Jakarta website the status of your library's accounts for the Southeast Asia Cooperative Acquisitions Program as March 31, 2019

This is NOT a bill. I would like to call your attention to the following:

- Line of Carry-Over as of Oct 1, 2018 shows your Library's Budget for materials, binding, shipping and airmail as of Oct 1, 2018 for FY 2019
- Line of Deposits Received 10/1/2018-03/31/2019 shows deposits received during FY 2019 from Oct 1, 2018 to March 31, 2019. This amount plus Carry-Over amount are funds your Library has available towards the purchase, binding and shipment of materials.
- Line of Payments Made 10/1/2018-03/31/2019 shows cumulative payments towards purchase and shipment of materials for FY 2019 FROM October 1, 2018 – March 31, 2019.
- Line of Orders Placed But Not Paid For and Shipping Obligated But Not Paid For shows the current amounts obligated or committed towards purchase cumulative payments towards the purchase, and shipping of materials. These are estimates of expenses to cover materials on orders and shipment.
- Line of Available Balance on 03/31/2019 shows the amount available to obligate for materials and shipping at the end of March 31, 2019

Do not hesitate to contact the Jakarta Office with questions about this report. We thank you for your patience as we try to improve services over the long haul. Please address all queries to Jakarta@loc.gov with copies to me at clmi@loc.gov, Liong Kwok at lkwo@loc.gov and Georgette Jacoub at geja@loc.gov