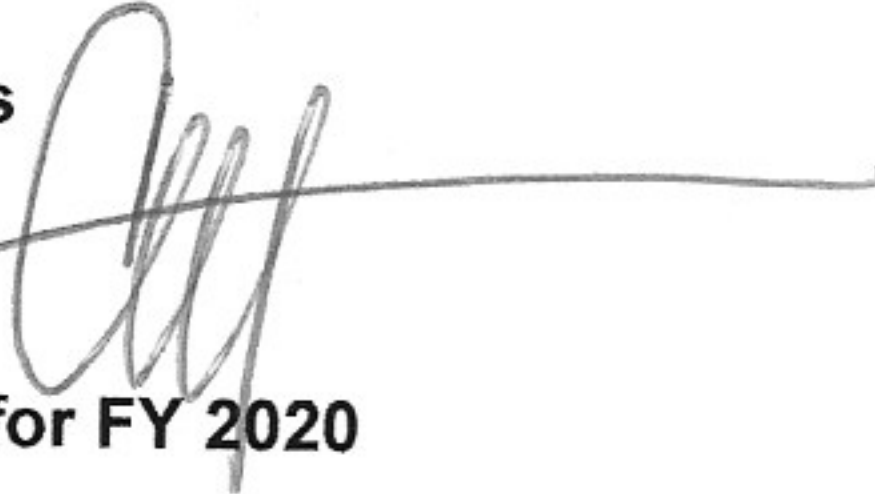


Date: February 28, 2020
To: Southeast Asia CAP Participants
From: Carol L. Mitchell, Field Director 
Subject: CAPSEA 1st Quarter Statement for FY 2020

Your library's accounts for the Southeast Asia Cooperative Acquisitions Program as Dec 31, 2019 have been loaded onto LOC Jakarta website.

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

- Line of Carry-Over as of Oct 1, 2019 shows your Library's Budget for materials, binding, shipping and airmail as of Oct 1, 2019 for FY 2020
- Line of Deposits Received 10/1/2019-12/31/2019 shows deposits received during FY 2020 from Oct 1, 2019 to December 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 10/1/2019-12/31/2019 shows cumulative payments towards purchase and shipment of materials for FY 2020 FROM October 1, 2019 – December 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 12/31/2019 shows the amount available to obligate for materials and shipping at the end of December 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