MODULAR MEMORANDUM 2009-05

RE: Fiscal Transactions for The Tennessee Modular Building Program

DATE: August 29, 2009

All Tennessee Modular Building fiscal transactions must have an individual check for each transaction (i.e., one check for combined transactions will no longer be accepted). This applies to all licensing matters. Also, the check number is required to be listed on the required form(s), and/or transaction type is to be placed on the “FOR” line of the check.

All Tennessee Modular Building fiscal transactions MUST be processed as prescribed above. Any deviation from the process WILL result in a delay in your request for services.

If you have any questions regarding this matter, please contact the Tennessee Modular Building Program at (615) 741-7190 or modular.buildings@tn.gov

This memorandum supersedes and replaces Modular Memorandum No. 2004-03, dated August 24, 2004.