**BOOK PROJECT DECLINATION**

October 31, 2011

If an inquiry letter seeks funds for a book project, they would receive the “Dec of Book Project” letter in the same manner as a regular out-of-mandate inquiry.

1. Enter the proposal in the database in the usual manner for out-of-mandate requests.
2. Decline the request by selecting the red “X” icon at the top set of icons in Gifts.
3. As you move through the declination screen, choose OM for declination reason and “No Book Projects” for the status; okay the screen.
4. To merge the response letter, select “No Book Projects” from the pull-down menu of the correspondence icon. The letter will merge and open in Word.
5. Review the merged letter, edit if necessary, print on letterhead.
6. Create and print envelope by selecting Word’s envelope icon at top of screen.
7. Make two copies of the signed letter.
8. Place the request in the file folder, along with a copy of the declination letter, and place it to be filed in the closed agency files by the Office Assistant.
9. The other copy of the letter should go in the signatory’s chron file, also to be filed by the Office Assistant.