



# COLLEGE OF MICRONESIA-FSM

P.O. Box 159

Pohnpei FM 96941

Date: Wednesday 11 August 2010

## MEMORANDUM

To: Vice President Administration  
Attention: Director Maintenance

From: Vice-President Instructional Affairs \_\_\_\_

Subject: Field Trip Request

The Department of Instructional Affairs instructor:  
who is currently teaching the course:  
is requesting transportation and other support to take his  
students on a field trip to

**Dana Lee Ling**  
**SC/SS 115 Ethnobotany**  
**24**  
**Pwunso botanic**  
**garden/Pohnpei Visitor's**  
**Bureau, Kolonia.**

at **3:30** on **Thursday 16 September 2010** .

for the purpose of **learning about gymnosperms and the economically significant plants at Pwunso.**

He will need **appropriate transport** to take this trip. If agreeable, please make the necessary arrangements as proposed. Thank-you.

### Instructional Affairs

(IA use only)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

### Administrative Affairs

(AA use only)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Action taken: \_\_\_\_\_

### Division of Facilities and Maintenance

(DFM use only)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Action taken: \_\_\_\_\_