

Sheet1

MEMO_KEY,C,13	MEMO_LINE,C,71	FLAGD,L	FL
000010000A001	Make full backup of hard drives on computers 1, 2, and 3.		###
000030000A001	Complete the monthly Quality Control Report by the 25th of every 2nd		###
000030000A002	month and distribute to supervisors.		###
000040000A001	Complete the annual test equipment inventory and send to finance.		###
000040000A002	Be sure and list equipment that needs to be replaced so it can be		###
000040000A003	included in next years budget.		###

FLAGX,C,4