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DPD-0807-59
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10 February 1959

MEMORANDUM FOR : Comptroller, DPD
SUBJECT : Duplicate copies of Contractor's Invoices

1. Since the inception of the Project, it has been the procedure to furnish the Contracting Officer with a copy of each contractor's vouchers.

2. Copies of the invoices which covered billings for equipment deliveries have been used by our office for posting to the respective contracts. This has afforded us unreliable information as to delivery status. It is understood that your office is now posting the invoices prior to payment. Also, it is believed that no invoice for equipment deliveries, services, etc., other than of a T&M nature, are being processed unless proper receiving, time and attendance reports, etc., are in your possession.

3. In view of the above, it is proposed that the Contracting Officer no longer be a recipient of carbon copies of Contractor's invoices. This will conserve on filing space and eliminate duplication of efforts.

4. From time to time, it is necessary for us to furnish [redacted] with a statement to the effect that deliveries or services have been completed or satisfactorily rendered. Since the receiving documentation and postings are on file in your office, we will look to you or your files for this information. Also, as final payment is effected on a contract, it is requested that notification thereof and the amount of funds liquidated, if any, be furnished to us.

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[redacted]
Contracting Officer, DPD

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DPD-DD/P:HL:pf
Distribution:

- Orig - [redacted]
- 2 - Authorities file (Receiving)
- ✓ 3 - Chrono

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