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adm. 12.8
428-68

MEMORANDUM FOR: Comptroller,
Directorate of Science and Technology

SUBJECT : DDC&T Imprest Fund, Change in Custodian

REFERENCES : A. Your Memo, dated 17 January 1968, Same Subject

B. CCB Memo, dated 3 October 1967, Subject: "Increase
in Scope of DDC&T Imprest Fund Authority"

C. HIB [REDACTED] Paragraph 4B entitled "Imprest Funds"

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1. This will confirm our telephone notification on 19 January 1968 of the approval of your request in Reference A naming [REDACTED] vice [REDACTED] as Custodian of your DDC&T Imprest Fund, to be effective 1 February 1968. The Chief, Certification and Liaison Division, Office of Finance, approved your request on 19 January 1968.

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2. The particulars of this fund are now as follows:

Custodian: [REDACTED] 25X1A
Alternate: [REDACTED]
Component: Administrative Support Staff, DDC&T
Amount : \$500.00
G.I. Acct.: 1475
Purpose : Quick action purchase of supplies and equipment not readily available through routine support channels; local transportation; rental of post office boxes; official long distance or other toll telephone calls; postage and registry fees; operational entertainment and operational expenses; operational advances not to exceed \$50.00; and continuing advance to Alternate Custodian of \$75.00.

3. The new Custodian and the Alternate Custodian are included in the Agency Position Schedule Bond in accordance with bonding regulation HR [REDACTED]

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4. It is requested that the new Custodian review the regulation and the conditions and use of this fund as set forth in References B and C.

5. All the other provisions of this imprest fund remain the same as cited in Reference B.

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6. A copy of the approval of Reference A is attached for your information.

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Covert Claims Branch

Attachment:
Copy of Approval

Distribution:
Orig. and 1 - Addressee w/att.
1 - Registry
1 - C&L
2 - CCB
OF/C&L/CCB/KDS/g:vao (2574) 25X1A
M.E.X.

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