

~~CONFIDENTIAL~~

20 November 1969

MEMORANDUM TO: [redacted] Chief, General Procurement Section/OL

SUBJECT : Expenditures for Records Conference material.

1. In conjunction with the Records Management Officer's Conference held [redacted] 13-14 November 1969, this office purchased from G.P.O. 100 guides titled "Forms Management" -- federal stock number 7610-142-9363. These were distributed to Records Officers from each component in the Agency at the Conference. The ten copies remaining will be used by the Agency Forms Management Staff.

2. An advance of \$35 was received from your imprest fund to cover the cost of this purchase of Conference material. The actual expenditure was \$26.25 Budget Officer [redacted] of the Support Services Staff/DDS Certified the funds were available and to charge FAN #0174-0010.

Attached is \$8.75 we are returning to your imprest fund.

[redacted]

CIA Records Management Officer

Attachment:
Cash --- \$8.75

DDS/SSS/RAB/[redacted] baf (20 Nov 69)

Certify funds are available:
charge FAN #0174-0010

Receipt acknowledged

11/21/69

Name _____

Date _____

~~CONFIDENTIAL~~