

~~CONFIDENTIAL~~

19 June 1959

MEMORANDUM FOR: Chief, Security Research Staff
Office of Security

FROM : Chief, Operations and Liaison Branch
Finance Division

SUBJECT : Operational Advance (General Ledger Account 146.9)

REFERENCE : Memorandum to Chief, Finance Division dated
11 June 1959

1. This is to advise you that the request contained in the above reference for the establishment of a \$750.00 Operational Advance in the Office of Security, and appointing [REDACTED] as Alternate Custodian of this Advance was approved on 15 June 1959.

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2. The advance should be maintained under the sole control of the Custodian. The Alternate Custodian should have access to the advance only in the absence of the Custodian.

3. The utmost care should be taken to safeguard the advance. When possible, the advance should be safeguarded in a combination safetype file and a metal lock-type cash box used to maintain control of the fund.

4. A summary accounting shall be submitted on an "Accounting by Individual for Advance" (Form 282) at least monthly to the Operations and Liaison Branch Certifying Officer and will be supported by the original vouchers and/or certifications.

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[REDACTED]

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