

*Handwritten initials/signature in top right corner.*

# GENERAL SERVICES ADMINISTRATION



Region 3  
Washington 25, D. C.

SEP 25 1959

IN REPLY REFER TO: 3CAR

CENTRAL INT. AGENCY  
CHIEF, FISCAL DIV.  
WASHINGTON 25, D. C.

## GSA Declassification/Release Instructions on File

Subject : Billed Office Code [REDACTED]

STATINTL

Gentlemen:

Our Federal Supply Service had previously made arrangements with Federal agency requisitioning offices to insert a GSA code in place of the consignee address on all requisitions submitted to this Region for handling.

We now propose to process Region 3 billings in the same manner by assigning a code to replace the billing address presently cited on each purchase authority. Assignment of these billing codes will be made by this office.

The billed office code cited in the subject denotes the billing address shown in the caption of this letter. If the address is not completely correct, please advise. This is notification of your code assignment and it is requested that arrangements be made, as soon as possible, with your ordering office(s) to insert this billing code in the "Mail Invoice To" section of each purchase authority in lieu of the address cited above. This code is all that GSA, Region 3 requires to effect billing to that office. Please advise of any subsequent changes in your billing address. Also advise if additional billing addresses are needed and appropriate codes will be assigned by this office. This code should not be confused with the consignee code assigned by GSA, Region 3, Federal Supply Service.

If you have any questions in connection with the foregoing, please contact Mr. Cake on Republic 7-7500 (Code 181) Extension 6719, or address correspondence to the undersigned. Your cooperation in assisting us in implementing this new procedure will be appreciated.

Sincerely yours

S. J. GORSKI  
Regional Comptroller

R3 T-614 Aug. 1959

GSA WASH DC 60-1773