

Handwritten notes and initials



23 October 1964

STATOTHR



Contracting Office
Central Intelligence Agency
Washington, D. C.

STATOTHR

Re:

STATOTHR

Dear

STATOTHR

Per my telephone conversation with you in mid September, we billed the CIA for time and travel costs incurred by Mr. in helping on the site preparation for the installation of the High Speed Plotter purchased on the subject contract.

STATOTHR

It was our understanding after discussion with , that your organization had agreed to reimburse for costs incurred while assisting in the site preparation. We recently received the enclosed Form DD396 suspending the costs.

STATOTHR

Would you look into the matter and advise us as to what steps we must take to have the costs approved.

Very truly yours, STATOTHR



Controller

STATOTHR

RGY/bm

Enclosure: Copies DD396
Invoice 2556

