12 May 1959

MEMORANDUM FOR: General Counsel

Comptroller

Director of Communications

Director of Logistics Director of Personnel Director of Security Director of Training Chief, Audit Staff

Chief, Commercial Staff Chief, Management Staff Chief, Medical Staff

SUBIECT

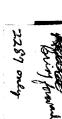
: Approving Officers

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REFERENCE

"Custody and Control of Funds, Approving Officers"

- 1. A review of the current method of designating Approving Officers within the Support offices indicates that a revised procedure is needed to prevent unsound practices from developing. The fundamental principle underlying the delegation of authority to approve financial transactions is that this approving function is a supervisory responsibility and will only be performed in relation to personnel or activities under the supervision and direction of the Approving Officer.
- 2. In accordance with the referenced regulation, it will be the policy of this office to designate as Approving Officers only Office Heads and Staff Chiefs and their Deputies, Chiefs of Divisions and their Deputies, and Chiefs of Support of Offices and Staffs. Chiefs of Support shall only approve financial transactions pertaining to personnel or activities under their direct supervision, or such other general administrative-type transactions as may be formally placed under their technical responsibility by the Office Head or Staff Chief concerned.



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3. It is requested that each addressee submit in memorandum form a revised listing by name and title of those officials within their components whom they wish to have designated as Approving Officers. The memorandum should be addressed in duplicate to the Comptroller, be signed by the Office Head or Staff Chief concerned or his Deputy, and should include a specimen signature of each nominee. The memorandum should be routed to the Executive Assistant to the Deputy Director (Support),

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for approval and forwarding to the Comptroller. Future additions to and deletions from this revised list will be handled similarly.

4. Existing designations inconsistent with the above will be rescinded.

(signed) H. Gates Lloyd
H. Gates Lloyd
Acting Deputy Director
(Support)

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Compt/FD/O&L/max: am (3550)
Rewritten: A-DD/S:HGL:mrp

Distribution:

Orig - General Counsel

1 - each remaining addressee

1 - SSA/DD/S

1 - AC/FD

2 - FD/O&L

- DD/S - chrono subject, reading

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ODC. 5/15

Compt 6/2

A-D/Pers 5/29

Common 6/2

Saa/DDS 5/28

OL 6/1

OL 6/1

Thed. 5/27

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	2127			"I" Bldg.		
	REMARKS:					
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	Here are the papers on Approving					
	Officer	s we disc	ussed o	n the phone	this	
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	FROM:		···			