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*Important*

SAPC - 6969  
Copy 1 of 8

25X1A



*RI to Stamp  
"AIR MAIL" Outer Envelope*

MEMORANDUM FOR THE RECORD

SUBJECT: Payment Plan for Hycon Manufacturing Company

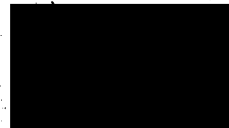
REFERENCE: SAPC-6707

(1) The internal handling connected with the reference document will be as follows:

- (a) A supply of sterile check mailing slips are on hand and will be completed in the office of the Project Comptroller as stated in the reference.
- (b) Both envelopes specified in the pay plan will be prepared within the office of the Project Comptroller and all instruments mentioned in (1) above and this paragraph will be presented to the Chief, Fiscal Division with the usual certification which will cause a United States Treasury Check to be drawn.
- (c) The Fiscal Division will process the necessary documents to the "on site" representative of the Chief Disbursing Office accompanied with the pre-addressed and pre-stamped envelopes for check distribution purposes. The Disbursing Office will draw the check required and insert the check mailing slips and the check in the appropriate envelopes and dispatch the release to the supplier the same dates, the checks are drawn.

(2) It is estimated that we should reduce the time of transmission of payments to our suppliers by roughly 10 to 15 days with this process and eliminate a considerable amount of unnecessary handling of payments within the Fiscal Division, Office of the Project Comptroller, and the Security Office.

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Project Comptroller

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 NO CHANGE IN CLASS.   
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