



STAT

Declassified in Part - Sanitized Copy Approved for Release 2012/08/15 : CIA-RDP91-00280R000300410009-7

**Page Denied**

Declassified in Part - Sanitized Copy Approved for Release 2012/08/15 : CIA-RDP91-00280R000300410009-7

<b>ROUTING AND RECORD SHEET</b>				
<b>SUBJECT:</b> (Optional) Financial Certification of Funds Being Drawn for Procurement				
<b>FROM:</b> D/Logistics		<b>EXTENSION</b>	<b>NO.</b>	
			<b>DATE</b> 7 June 1982	
<b>TO:</b> (Officer designation, room number, and building)	<b>DATE</b>		<b>OFFICER'S INITIALS</b>	<b>COMMENTS</b> (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	<b>RECEIVED</b>	<b>FORWARDED</b>		
1. OL/PD				STAT
2. OL/SD				
3. OL/PMS				
4. OL/RECD				
5. OL/LSD				
6. OL/P&PS				
7. OL/B&F				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

<b>ROUTING AND RECORD SHEET</b>					
<b>SUBJECT:</b> (Optional) Financial Certification of Funds Being Drawn for Procurement					
<b>FROM:</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span> DD/FO 1212 Key Bldg.	<b>EXTENSION</b>	<b>NO.</b>	<b>DATE</b> 28 May 1982		
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
1. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> D/Logistics	RECEIVED	FORWARDED		STAT  STAT   STAT	
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

01 2 2004

~~CONFIDENTIAL~~

28 MAY 1982

MEMORANDUM FOR: All DDO Financial Certifying Officers

FROM: Edward L. Sherman  
Director of Finance

SUBJECT: Financial Certification of Funds Being  
Drawn for Procurement

REFERENCE:

25X1

1. The Executive Director has recently, on two separate occasions, expressed his concern that all necessary procurements of property be properly controlled. He has said that by properly controlled he specifically means:

- a. That Office of Logistics (OL) Procurement personnel become involved in all DDO acquisitions, regardless of the nature of the requirement;
- b. That, in all cases, OL Procurement personnel become involved before the fact, i.e., involved well before the actual acquisition begins; and
- c. That OL Procurement personnel participate in all aspects of proprietary acquisitions, i.e.,

25X1

2. Referenced regulation clearly outlines that the Director of Logistics will exercise all delegable procurement authority of the Director of this Agency, unless otherwise specifically delegated by the DCI.

3. You, as a financial certifying officer, may not be in a position to get OL personnel involved up front, however, you are in a position which can help alleviate the Executive Director's concern by assuring that your component Logistics Officer, or OL Procurement Division, as applicable, is informed and approves every case where funds are being drawn for an acquisition, except in those instances where OL has granted in writing certain special authorities, e.g., imprest funds, etc. You should document such approvals by annotating the voucher indicating whose approval was obtained and the date. This vigilance on your part applies to requests for funds and does not apply to property requisitions which are routinely submitted to OL for processing.

25X1

OL 2 2504

~~CONFIDENTIAL~~

CONFIDENTIAL

4. Your alertness and compliance with intent of referent regulation will lead to improved procurement authority awareness and a tightening of procurement approval disciplines.



25X1

Edward L. Sherman

CONFIDENTIAL