

MEMORANDUM

May 25, 2017

TO: Donna Johnson, GSA

FROM: Tracy J. Shycoff
Associate Director for Administration

SUBJECT: Request for Checks

Please issue manual checks for the following individuals:

Herbert J. Miller
2555 M Street, NW
Washington, DC
AMOUNT: \$54.00

Nancy Sheridan
17026 Catalpa Court
Derwood, MD
AMOUNT: \$100.00

Lawrence X. Cusack, Jr.
104 Old South Road
Fairfield, CT
AMOUNT: \$70.00

The ARRB is issuing subpoenas to the three people mentioned above and 18 U.S.C. § 1821 requires us to pay a \$40 witness fee to each witness and travel expenses to the site of the deposition.

Please use the following accounting information:

989.7 T1191100 00 21 000 113

Please Federal Express the checks to my attention at the ARRB office for Tuesday delivery. As always, thanks for your help.