

MEMORANDUM

July 27, 1998

TO: GSA Liaison Division
Office of Finance

FROM: John R. Tunheim
Chair

SUBJECT: Delegation Authority

This memo delegates signature authority to Ms. Laura A. Denk, Executive Director, to sign documents which request the obligation or expenditure of funds for programs and related activities of the John F. Kennedy Assassination Records Review Board. This delegation does not remove any previous delegations made on behalf of the Assassination Records Review Board.

Such documents include personnel actions, travel authorizations and vouchers, requisitions for supplies and equipment, purchase orders for services, time and attendance sheets and miscellaneous requests for administrative services.

Signature of delegating official:

John R. Tunheim, Chair

Date

Signature of official receiving delegation:

Laura A. Denk