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## 21 August 1963

MENORANDUM FOR: Chief, Finance Division

THROUGH

Accounts Receivable Unit, Accounts Branch Finance Division, Room 6-E-13, Headquarters

SUBJECT

Reimbursement for JMATE Operational Expend-

iture

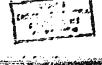
REFERENCE

STORE .

Advance Account - No. 013842

- 1. After termination of my assignment with JMATE at JMWAVE, I was billed for repayment of advance account in the amount of \$603.44, which sum I paid by personal check 30. 3337, dated 16 July 1962, FD Receipt No. 4944, dated 19 July 1962.
- 2. Payment was made with reservations, since at the time of my departure from the JM/AVE area the Finance Officer estimated that when my accountings were reconciled they would reflect a credit in my favor of several hundred dollars. Therefore, I was surprised to find myself in a debit position when the accounting was finally completed. Although I would have been authorized to voucher the balance, I assumed that all credits had been taken into account, and so did not exercise the option.
- 3.03In early May. 1963. I received a telephone call from Mrs. who had been my Administrative Assistant at JNWAVE. She was departing the following day PCS for and wished to inform me that in packing she had come across a receipt signed by Spencer O. TERTELING (P) in the amount of \$500 which, she said, she had neglected to turn in to the JMWAVE Finance Officer to be credited against my account. The following day I received through the mail the receipt in question which is forwarded herewith as Attachment A.
- 4. In the interim, DODS B&F conducted a search of the accountings relevant to my advance account and were unable to establish that an entry had been processed reflecting credit of the \$500 TERTELING receipt. This accords with the prior failure of the receipt to have been forwarded to JMJAVE Finance as it should have.
- 5. Based on the above, Mrs. statement and my own recollection of events and accounting procedures then

SECTION



in effect at JMWAVE, I am requesting reimbursement in the amount of \$500.00 as substantiated by the attached receipt.

6. Your approval is requested.

HOWARD HUNT Chief DO/OPRP

Attachment Receipt dtd 1 May 1961,
in amt of \$500, signed
by Spencer O. TERTELING (P)

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