

Gilsenan, Michael

From: Atteloney, Leonard
Sent: Friday, November 01, 2002 11:37 AM
To: Gilsenan, Michael
Subject: Invoice Processing



invoice955495.doc

MEMORANDUM

To: Mike Nolan, Project Manager
Warren & Panzer Engineers, P.C.

From: Leonard Atteloney, Director of Laboratory Services
Bureau of Environmental Compliance

Date: November 1, 2002

Topic: Documents Needed for Processing Invoice

In order to approve the invoices that were submitted the following documents are needed:

Invoice # 955495

1. Need explanation of hours and or laboratory report for employee # 432 on 08/26/02.
2. Need explanation of hours and or laboratory report for employee # 377 on 08/28/02.

Invoice #955496

3. Need explanation of hours and or laboratory report for employee # 377 on 09/08/02.
4. Need explanation of hours and or laboratory report for employee # 438 on 0-09/07/02.

c: M. Gilsenan, Asst. Commissioner BEC