

**Gilsenan, Michael**

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**From:** Atteloney, Leonard  
**Sent:** Tuesday, January 28, 2003 10:10 AM  
**To:** mnolan@warrenpanzer.com  
**Cc:** Gilsenan, Michael  
**Subject:** Invoice documents be to submitted

**Importance:** High



invoices955838.doc

# MEMORANDUM

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

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

**Date:** January 28, 2003

**Topic:** Documents Needed for Processing Invoice

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In order to approve the following invoices please submit the following:

**Invoice # 955838**

1. Explanation of hours and or laboratory report for employee # 421 on 10/24/02.
2. Explanation of hours and or laboratory report for employee # 433 on 10/24/02.
3. Explanation of hours and or laboratory report for employee # 438 on 10/21/02, 10/23/02 and 10/24/2002.
4. Explanation of hours and or laboratory report for employee # 400 on 10/22/02.
5. Timesheet for employee# 431.

**Invoice # 955862**

1. Explanation of hours and or laboratory report for employee # 396 on 10/30/2002 and 10/31/2002.
2. Explanation of hours and or laboratory report for employee # 407 on 11/01/2002.
3. Explanation of hours and or laboratory report for employee # 421 on 11/01/2002.
4. Explanation of hours and or laboratory report for employee # 430 on 11/01/2002 and 11/03/2002.
5. Explanation of hours and or laboratory report for employee # 422 on 10/31/2002 and 11/03/2002.

**Invoice # 955865**

1. Explanation of hours and or laboratory report for employee # 438 on 11/20/2002, 11/21/2002 and 11/22/2002.
2. Laboratory report # T02-11-092 must be resubmitted with sample locations listed on both chain of custody and laboratory results forms.

c: M. Gilsenan, Asst. Commissioner BEC