

Gilsenan, Michael

From: Atteloney, Leonard
Sent: Thursday, February 13, 2003 11:46 AM
To: mnolan@warrenpanzer.com
Cc: Gilsenan, Michael
Subject: Invoice Processing



invoices955920-1.d
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MEMORANDUM

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

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

Date: February 13, 2003

Topic: Documents Needed for Processing Invoice

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

Invoice # 955920

1. Explanation of hours and or laboratory report for employee # 208 on 11/05/02.
2. Explanation of hours and or laboratory report for employee # 400 on 11/06/02 and 11/10/02.
3. Explanation of hours and or laboratory report for employee # 438 on 11/07/02.

Invoice # 955921

1. Explanation of hours and or laboratory report for employee # 400 on 11/11/02 and 11/12/02.
2. Explanation of hours and or laboratory report for employee # 430 on 11/16/02.
3. Explanation of hours and or laboratory report for employee # 433 on 11/11/02, 11/14/02 and 11/16/02.
4. Explanation of hours and or laboratory report for employee # 438 on 11/13/02.

c: M. Gilsenan, Asst. Commissioner BEC