

Gilsenan, Michael

From: Atteloney, Leonard
Sent: Thursday, February 13, 2003 11:59 AM
To: mnolan@warrenpanzer.com
Cc: Gilsenan, Michael
Subject: Invoice Processing

Importance: High



invoices955723.doc

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 # 955723

1. Explanation of hours and or laboratory report for employee # 400 on 10/11/02.
2. Explanation of hours and or laboratory report for employee # 407 on 10/12/02.
3. Explanation of hours and or laboratory report for employee # 422 on 10/11/02.
4. Explanation of hours and or laboratory report for employee # 436 on 10/12/02.

c: M. Gilsenan, Asst. Commissioner BEC