19 February 1982

To: Chief, Benefits and Services Division
Thru: Deputy Chief, BSD
From: EAA Store Manager

Subj: Merchandise

1. The following merchandise is damaged, broken and unsaleable and cannot be returned to the Vendor for Credit.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Quantity</th>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swersey's Chocolates</td>
<td>2</td>
<td>Mint kisses (melted)</td>
<td>$2.95</td>
</tr>
<tr>
<td>Swersey's Chocolates</td>
<td>8</td>
<td>Non paresls (broken)</td>
<td>2.96</td>
</tr>
<tr>
<td>Hallmark Cards Inc.</td>
<td>2</td>
<td>Candles (broken)</td>
<td>.85</td>
</tr>
</tbody>
</table>

2. Request permission to delete from Store Inventory and declare a loss.

STAT

APPROVED:

23 FEB 1982

DISAPPROVED:
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>C/BSD</td>
<td>2/22/82</td>
</tr>
<tr>
<td>2.</td>
<td>DD/Pers/SP</td>
<td>2/3</td>
</tr>
<tr>
<td>3.</td>
<td>EA/Pers</td>
<td>2/3 FEB 1982</td>
</tr>
<tr>
<td>4.</td>
<td>DD/Pers</td>
<td>2/3 FEB 1982</td>
</tr>
</tbody>
</table>

**Action** | **File** | **Note and Return**
---|---|---
Approval | For Clearance | Per Conversation
As Requested | For Correction | Prepare Reply
Circulate | For Your Information | See Me
Comment | Investigate | Signature
Coordination | Justify | |

**REMARKS**

#4

Recommend your approval.

**STAT**

**NOTE:** Use this form as a RECORD of approvals, concurrences, disposals, and similar actions.

DC/BSD

Room No.-Bldg.
5E-56 Hqtrs.

6041-102

Optional Form 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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