

SECRET

DATE 1820Z 03 MAY 63

ILLEGIB

TO : DIRECTOR 25X1A

FROM :

ACTION: OSA (1-15)

INFO : S/C (16)

TOR 1913Z 03 MAY 63

25X1A

TO

INFO

FILE

ROUTINE

IN 74928

1366

CONTRACTS/FINANCE/ SECURITY

25X1A

1. A CHANGE IN OUR BANKING METHODS TO REDUCE THE TIME FOR CHECKS TO CLEAR HAS BEEN INSTITUTED. THIS INVOLVES PAYMENTS BEING MAILED TO:

THE PERKIN-ELMER CORPORATION
P.O. BOX 2539
CHURCH STREET STATION
NEW YORK 8, NEW YORK

2. WE DISCUSSED THIS POSSIBILITY WITH YOU SOME TIME AGO AND HAVE YOUR GENERAL AGREEMENT THAT THIS METHOD OF PAYMENT IS POSSIBLE.

3. WE SUGGEST THE FOLLOWING PROCEDURE:

A. MAIL CHECKS ON ALL CONTRACTS AS INDICATED ABOVE USING RETURN ADDRESS OF YOUR CHOICE.

B. SEND MAILING SLIP (FORM 513) WITH CHECK NUMBER NOTED ON SLIP TO:

25X1A

SECRET

GROUP 1
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declassification

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FROM:

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4. WE SOLICIT YOUR APPROVAL AND IMPLEMENTATION OF THE
ABOVE PROCEDURE - AS SOON AS POSSIBLE, - PLEASE CALL

25X1A

IF THERE ARE QUESTIONS

END OF MESSAGE.

S E C R E T

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