

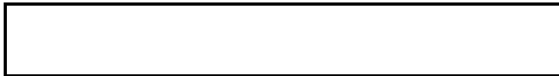
31 August 1953


MEMORANDUM FOR: Chief of Administration, DD/P

SUBJECT : Approving Officer

25X1A

References:



1. Authority is requested for  FE Budget & Fiscal Officer, to sign as approving officer for the Far East Division in the following matters only:

25X1A9A

(a) Cash advances under \$100.00.

(b) Travel and reimbursement vouchers resulting from claims for reimbursement where the total amount of the reimbursement is less than \$100.00.

2. The above action is requested in view of pending policy regarding automatic payroll deductions for outstanding accounts, discussed at the last Administrative Officers' meeting.



25X1A9A

Chief, FE

APPROVED:



25X1A9A

Chief of Administration, DD/P