

on 6 June

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

OIT 0394-88
27 MAY 1988

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCI

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Request for Approval to Incur Expenses

STAT

1. Approval is requested to incur expenses allowed

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2. I believe the expenditure of appropriated funds is authorized under for the costs of a luncheon in the DCI dining room on 29 March 1988 for the purpose of Adaptive Technology Awareness Day.

STAT

3. Designated officials (guests) present including their title and organizational affiliation were:

Mr. Richard Pimental, Milt Wright & Associates, Guest of Honor

Judge Leonard J. Suchanek, Chief Judge and Chairman, Board of Contract Appeals GSA; Chairman, Interagency Committee for Computer Support of Handicapped Employees

Ms. Sue Mercado, Assistant to Judge Suchanek

4. Designated Agency Official (Host) present including his title and organizational affiliation was:

Mr. Henry P. Mahoney, Jr., Associate Deputy Director for Administration

5. Other guests present including their title and organizational affiliation were:

Mr. Gary E. Foster, Director of Medical Services

Director of Personnel

STAT

Mr. Edward J. Maloney, Director of Information Technology

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SUBJECT: Request for Approval to Incur Expenses

[Redacted]

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[Redacted]

Chief, Customer Service Group,
Office of Information Technology

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Mr. Robert E. Fitzgerald, Director, Equal Employment Opportunity,
Office of Personnel

[Redacted]

Office of Information Technology, GS-07

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6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 was considered essential to the conduct of official Government business and further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The cost of this function was \$159.00.

[Redacted Signature]

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Edward J. Maloney
Director of Information Technology

CONCURRENCE:

Deputy Director for Administration

DATE

I certify the availability of funds in the amount indicated in paragraph 7.

Budget and Fiscal Officer, DCI

DATE

APPROVED:

Executive Director

DATE