



Memorandum

To: B. G. Witherspoon

Date: August 14, 1981

Location: Charlotte

Reference:

From: H. C. Gaffney

Location: Chicago Plant

Extension:

Copy to: A. C. Bell - NA
R. L. Von Glahn - NA

Subject: Debit Notes

Maybe I'll get knocked down on this but I want to immediately initiate a policy of not accepting any debit notes without a reasonably detailed information so I can determine if it's a legitimate charge.

Case in point - I received a debit note today for Bound Brook research tech services and it took me 45 minutes on the phone to find out what it was all about. I'm not sure we should be paying it.

HCG:ck

A handwritten signature in cursive script, appearing to read 'H. C. Gaffney', written over the printed name.
H. C. Gaffney