



DANA CORPORATION

Victor Gasket Division

INTRA-COMPANY COMMUNICATION

---

SUBJECT Purchase Orders

DATE April 29, 1969

TO G. M. Brown  
R. T. Budovec  
R. T. DeFilippis  
J. C. Mayer  
H. G. North  
D. J. Reda

cc: W. H. Brinker  
E. R. Boothman

Bill Brinker will be on vacation from 5-5-69 thru 5-9-69. All purchase orders for processing during that week should be on his desk before 5-1-69.

Emergency purchase orders only will be processed by Gene Boothman, if handed to him personally.

R. J. Kostuba

hn

VPD-91-0002887