

MEMORANDUM:

FROM: Dr. Robert A. Kehoe

TO: Dr. T. Sterling

December 14, 1961

Dear Sterling:

The bill submitted to Mr. Leach for reprints of your article "A Practical Procedure for Automating etc" cannot be paid by the University. There is a rule, which some of the people in some of the departments have been ignoring, which makes this procedure unlawful. The auditors have been protesting the violation of this rule for years. Recently they took the position that these can no longer be honored. For this reason, I cannot issue form A.114 for this purchase, and as of this date (and letter) I am instructing Mr. Leach that we will not attempt to process any such bills in the future. Those who incur them will have to pay them out of their own pockets.

I do not believe you have been an offender in this respect previously, or that you have been aware of this rule and of Departmental policy in relation to it. Therefore, I shall see that this bill is taken care of outside of the mechanisms of the University. We are instructing others in the Department to this effect, and hereafter such bills will be returned, unpaid, to the person in the Department who forwards them.

Hereafter an order must be obtained through Mr. Leach's office in advance of such purchases. If the cost is not known precisely it can be estimated approximately, and the bill will be paid when present to the University.

This note is for your information.

Sincerely yours,

---

Robert A. Kehoe, M. D.

MR. LEACH

Please purchase the necessary draft from the bank to cover this bill and let me have the charge for reimbursing you - or let me have the charge in advance, and I'll provide the necessary check.

Please put out a memo to those of the staff who may make purchases, and inform them that they will be held personally responsible for any unauthorized purchases. This will end this problem in our Department from here on.

R. A. K.

KE 0003129

N 6492