

MEMORANDUM

TO: Lynda Garfinkle
FROM: Tom Christensen 
RE: Out of the office copying for Nevada Power
DATE: July 27, 1993

Per instructions received from Sue Fogleboch of Nevada Power, there are to be NO copy jobs sent out of your office without her permission.

If there is an occasion when you need to send a copy job out of your office - call Sue for her permission and follow up with a memo to me regarding date and time that you have talked to her, what her response was, the size of the copy job and where it is being sent to.

Please instruct all employees of this policy.