

Memorandum

To: *Carol Hart*
Location: *Willow Island*
From: *Wayne*
Location: *Corporate Center*
Subject: *Reconciliation of Wayne Office Control*
10 Account as of 4/30/85

Date: May 21, 1985

Reference: The following is a reconciliation of the above account as reported by you with the balance as recorded in Wayne. When the items listed below are recorded on your books, our accounts will be in agreement.

Copy to:

Prepared by: M. Cash

Balance as per your transcript

Items to be recorded by plant

[illegible]

© WILSON JONES COMPANY U.S.A. - "COLUMN WRITE" 67607 PAGED 67602 "MYRINE" BEAUNE

CY0001837

Reply Memo



TO Wayne, N J. FROM Willow Island
OFFICE OR DEPARTMENT OFFICE OR DEPARTMENT
 ATTENTION Mariam Cash INDIVIDUAL Carol Hart
 SUBJECT AND OR REFERENCE 4/30/85 10A/c Recon. DATE 5/24/85

Pearl River D/N 551-099 (Line 25) 76.03
 " " " 551-218 (Line 30) 91.09
 " " " 551-972 (Line 32) 86.76 These are not
 my DN's - chgd to me in error. I asked D. Messelli to
 correct. The Pearl River D/N 551-254 does this. #25388
 please clear the above items Thanks

REPLY _____ DATE _____

N9104.02

CY0001838

Reply Memo



TO Wayne NG OFFICE OR DEPARTMENT FROM Willow Island OFFICE OR DEPARTMENT
 ATTENTION Marion Cash INDIVIDUAL Carol Hart
 SUBJECT AND OR REFERENCE Chicago 4/30/35 10A/C Recon. DATE 5/24/85

The 3 items I have * are all related. I was charged the \$18.09 in error. The entry to correct ^(Colleen Pakune) was made for only 467.50. No yet. Then I tried to correct on entry 72034. This was incorrect (should have been on Wayne Journal entry). My entry 71845 is only to reverse 72034. Then the Wayne entry 52035 should get us in line. I misunderstood Colleen when she said to make a Local entry. Sorry for the foul up -

REPLY DATE

N9104.03

3/24/85

Colleen Pakul: Mariam Cash tells me you are correcting line 22 of the attached 10A/c Recon. This is a real mess and I wanted to be sure you know the whole situation. I talked with Mary McNamee at length about this. Apparently there was a shipment in Nov 10001 and Loc. 097 was chgd. $\$3349.67 + \$406.97 \text{ Gt} = \$3756.64$ Then in Jan., there was another shipment 10002. Again we were chgd. the $\$3756.64$. Then someone discovered they had used 1984 cost and went in with a ($\$298.98$) credit which brought it to the lower 1985 cost. Then in Feb. someone tried to *correct the Nov. shipment (neither of these should have been chgd to 097 per Mary - they went to the Warehouse 129). Anyway the correction did not include the Gt amt. of $\$406.97$. So, as you can see, I have 3 separate items open on my 10A/c - none of which actually belong to me. I don't know if this will help you or not - Perhaps Mary had already filled you in; but I thought if we could clear all this at once, it would save me some grief later on. If I can help at all, please advise

Colleen: The 1st one for $\$3756.64$ showed up on my 10A/c in Nov; however, I did not get a detail that month. I have attached copies of the details for the 1st one.

Regards,
Carol Hart

* Copies of details attached!

Reply Memo



TO Pail River, N.Y. OFFICE OR DEPARTMENT
 FROM Willow Island WV OFFICE OR DEPARTMENT
 ATTENTION D. J. Jesselli INDIVIDUAL Carol Hart
 SUBJECT AND OR REFERENCE
 DATE 4/1/85

The attached Debit Notes were charged to the Chicago Plant 097 in error. They are open on my 10A/C. It looks as if they should have been charged to Reservoir 253. Please check into this and issue credits if applicable.
 Thanks

I am located at Willow Island; however, I do the accounting for the Chicago Plant.

REPLY Cleared with PR D/N 551-254 DATE

N9104.04

CY0001841

DEBIT / CREDIT NOTE



253

Lederle Labs - Pearl River, N.Y.

LOCATION ADDRESS

TO: American Cyanamid Co.
10401 W. Touhy Ave.
Rosemont, Ill 60018

ACCOUNTING MONTH December 1984

D/N NO. 551-0972

DESCRIPTION		AMOUNT
Your account has been charged (credited) for the following: <i>Duplicating work performed at Pearl River during December 1984, copies of work orders attached:</i>		
<u>W.O. #</u>	<u>Ref</u>	<u>amt</u>
292627	T. E. Gentile - Safety Data	\$ 62.81
291985	T. E. Gentile - Safety Data	\$ 23.95
<i>Copy</i>		
		<u>Total \$86.76</u>
REFERENCE J E 12189	PREPARED BY D. Deselli	DATE 12/84

1100-01 REV. 2-77 2-77

original mailed
2/7/85Alvin Rose
Pearl River
Gen. Acctg.

N9104.05

CY0001842

DEBIT ~~CREDIT~~ NOTELederle Labs - Pearl River, N.Y.
LOCATION ADDRESSTO: American Cyanamid Co.
10401 W Touhy Ave
Rosemont, Ill 60018ACCOUNTING MONTH January 1985
P/N NO. 551-0099

DESCRIPTION		AMOUNT
Your account has been charged (credited) for the following: Duplicating work performed at Pearl River during January 1985; copy of work order attached.		
<u>W.O. #</u> 292627	<u>Ref</u> T.E. Gentile - Safety Data	\$ <u>inst</u> 76.03
Copy		Total \$ <u>76.03</u>
REFERENCE JE 01189	PREPARED BY J. Sessell	DATE 1/85

Original
mailed: 1/5/85Doris Rose
Pearl River
Gen. Acctg.

N9104.06

CY0001843

Reply Memo



TO Pearl River N.Y.
OFFICE OR DEPARTMENT

FROM Willow Island W.V.
OFFICE OR DEPARTMENT

ATTENTION D. Sesselli

INDIVIDUAL Carol Dant

SUBJECT AND
OR REFERENCE

DATE 4/8/85

I believe the attached Delist note should have been
changed to Rosemont 253, not Chicago 097. Please make
adjustment. We do not have T.E. Gentile at 097 location

Thanks

REPLY

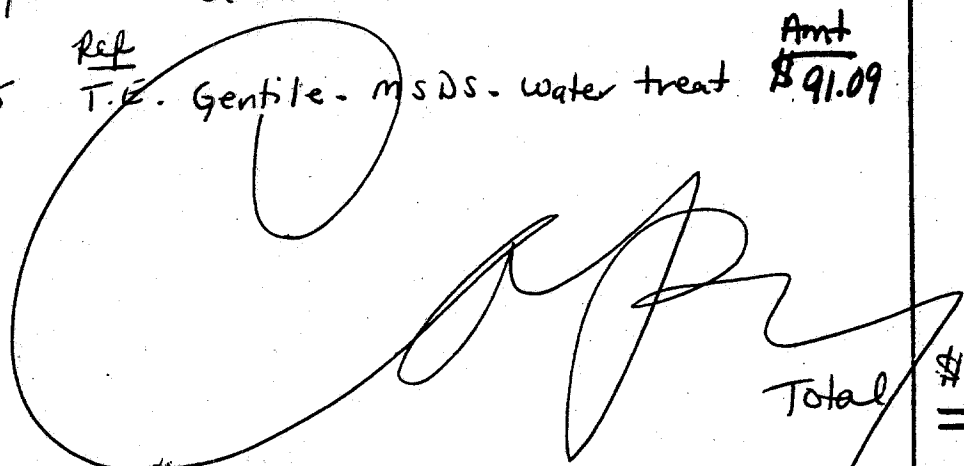
Cleared with PR D/N 551-254 DATE

N9104.07

CY0001844

EBIT CREDIT NOTE

Federle Labs - Pearl River, N.Y.
LOCATION ADDRESSTO: American Cyanamid Co.
10401 W Touhy Ave
Rosemont, ~~Ill~~ 60018ACCOUNTING MONTH March 1985NO. D/N 551-0218Original mailed to

DESCRIPTION		AMOUNT
Your account has been charged (and billed) for the following: <u>Duplicating work</u> <u>performed at Pearl River during March 1985,</u> <u>copy of work order attached:</u>		
<u>W.O. #</u> 001765	<u>Ref</u> T.E. Gentile - MSDS - water treat	<u>Amt</u> \$91.09
		<u>Total</u> <u>\$ 91.09</u>
REFERENCE <u>SE 03189</u>	PREPARED BY <u>D. Gesselli</u>	DATE <u>3/85</u>

-3100-01 REV. 2-77 2-77

N9104.08

CY0001845

STENO, DUPLICATING, ADDRESSOGRAPH ORDER (No Carbon Paper Required)

INSTRUCTIONS: 1) If "CONFIDENTIAL" note as a special instruction.
 2) Send all copies of order to Steno or Duplicating Service.
 3) When GREEN copy is returned with assigned Job Number retain until job has been completed.
 4) Refer to Job Number when inquiring about job.

DATE

85 FE 15 P 12:25

REQUESTED BY (SUPERVISOR) BLDG. ROOM EXT. JOB NO.

DELIVER TO (Please Print) BLDG. ROOM BAL. SUP. DESCRIPTION / FORM NO. DUPLICATING DUE DATE

COMPLETED BY REQUESTER FOR DUPLICATING SERVICES USE ONLY

CHARGE CODE (Complete as Req'd)

Dispatch Number	Ledger Control	DEPT. or Prod. Group	Job Order	Item No.	No. of Pages	No. of Copies	Quantity No. of Copies Produced or Minutes For Auxil. Oper.	Work Code	Remarks	Date	Employee Badge No. Or Work Group	TIME RECORD
							10	911		2/25	8047	
							10	914		2/03		
							1000	915		2/26	8	
							45	927		2/27	7237	
							30	931		3/1	8572	
							5	925		3/1	6428	
							323	925				
							3	925				

DUPLICATING SERVICES

PRINT ☐ 1 SIDE ☒ 2 SIDES ☐ BOOK TURN ☐ TUMBLE TURNPAPER ☐ 13 LB. ☐ 15 LB. ☐ 20 LB. ☐ OTHERSTOCK ☐ DUPLIMAT: SIZE COLOR MSDSCOLOR ☐ WHITE ☐ OTHERINK ☒ BLACK ☐ OTHER

DUPLICATING METHODS

☐ NEW JOB ☒ RERUN ☐ CHANGE☐ DUPLICATING TO DECIDE ☐ TCS☐ COPYFLEX (916)MASTER ☐ PAPER MAT (912) ☐ XEROX, ETC.QUALITY ☐ ITEK MAT (917)☐ PROCESS CAMERA NEGATIVE (910)☒ CAMERA PLATE (911)COPIES: ☒ OFFSET (915) ☒ SET-UP (914)☐ PHOTOCOPY TO PAPER (913) ☒ XEROX, ETC.☐ PHOTO CONTACT PRINTS (910)☐ PHOTOSTAT: NEG. POS. (944)☐ VU-GRAPH MOUNTS ☐ NEG. POS. (910)☐ CLEAR ACETATE ☐ COLOR☐ MICROFILMING PRINTS (918)☐ MICROFILMING (919)

AUXILIARY OPERATIONS

☐ COLLATE (908-909) ☐ STITCH (929)☐ COLLATE & STAPLE (908-909) ☐ SHRED (930)☐ HOLE PUNCH (923) ☐ WRAP (931) Shrs. Pkg.☐ CUT (924) X ☐ BIND (932)☐ INSERT (925) ☐ FASTENERS☐ PAD (926) Shrs/Pad ☐ PLASTIC BIND☐ PAD TOP ☐ PAD SIDE☒ FOLD (927) (Circle Type)☐ SCORE (928)☐ MAILERS-LABELS (933)☐ MAILERS-Price Lists (936)☐ PERFORATE (934)☐ BAND & TIE (935)☐ REP. MAIL UNIT (922)☐ BURSTER (922)

ADDRESSOGRAPH (903) MAIL DATE

LIST # FORM # ☐ GALLEYPLATES: ☐ MAKE ☐ CHG ☐ DELETE ☐ TRANSFER

Special Instructions

STENOGRAPHIC SERVICES

STENO. DUE DATE

PAGES OF ORIGINAL COPY

☐ HANDWRITTEN ☐ TYPED ☐ STAT. ☐ TAPE

TYPE ON:

☐ BOND ☐ SPECIFY LETTERHEAD ☐ ENVELOPES ☐ DUPLIMAT☐ CARD ☐ INTEROFFICE ☐ VARITYPE PAPER ☐ OTHER☐ CARBON COPIES (No.) ☐ PAPER SIZE

TYPE:

☐ REG-ELITE ☐ PICA ☐ MTS TYPEWRITER☐ SINGLE SPACE ☐ DOUBLE SPACE ☐ TRIPLE SPACE

No. Required

☐ COMPOSER ☐ TYPOSITOR ☐ (Specify Type Font Below)☐ PROOFREAD ☐ FORWARD TO DUPLICATING ☐ RETURN TO REQUESTER

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NAZ45015 02-18-82 DATE 05/17/85 PAGE 1

REPORT DOES NOT CONTAIN SOURCES C, G, R, OR S

NO	CO	LG	DEPT	INTER	MINR	XFD	RNA	DC	LOT	SFC	JE	W	REF	AMOUNT
4	01	10	000	097	010	0	0	0	3	40656	01101			6,766.36
4	01	10	000	097	010	0	0	0	3	40656	01101			7,736.04
4	01	10	000	097	010	0	0	0						7,562.40*
4	01	10	000	097	011	0	0	0	3	42039				113.83
4	01	10	000	097	011	0	0	0	3	42039				113.93
4	01	10	000	097	011	0	0	0	3	42039	42039			37.98
4	01	10	000	097	011	0	0	0						265.84*
4	01	10	000	097	012	0	0	0	2	72512	00020			738.85
4	01	10	000	097	012	0	0	0	2	72542	00021			798.68
4	01	10	000	097	012	0	0	0	2	72558	00022			226.50
4	01	10	000	097	012	0	0	0	2	72580	00023			941.64
4	01	10	000	097	012	0	0	0	2	72601	00024			671.98
4	01	10	000	097	012	0	0	0	2	72616	00025			299.88
4	01	10	000	097	012	0	0	0						3,677.53*

106,831.38

057

01 10 000