

UNCLASSIFIED  INTERNAL SECURITY  CONFIDENTIAL  SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)  
Advance Account No. 013842

FROM: Howard Hunt  
C/DO/OPRP  
Room 563, Matomic  
EXTENSION: 3117  
NO. \_\_\_\_\_  
DATE: 21 August 1963

TO: (Officer designation, room number, and building) DATE RECEIVED FORWARDED OFFICER'S INITIALS COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DO/B&F		8/21	AGS	<p>1-2</p> <p>Realize such a claim must have approval of Operating Div. It is our understanding J.M.A.T.E. is terminated and SAS is not a continuation of this is correct should this claim go SBA/DDS or where _____</p> <p>Believe Fin. Div should ascertain if this claim can be paid &amp; advise the correct channel.</p> <p><i>AGS</i></p> <p>5605</p> <p>11/21/63</p> <p><b>RETURN TO CIA Background Use Only Do Not Reproduce</b></p>
2. Accounts Receivable Unit of Accounts Branch, FD Room 6-E-13				
3. Headquarters				
4.				
5.				
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13.				
14.				
15.				

21 August 1963

MEMORANDUM FOR: Chief, Finance Division  
THROUGH : Accounts Receivable Unit, Accounts Branch  
Finance Division, Room 6-E-13, Headquarters  
SUBJECT : Reimbursement for JMATE Operational Expend-  
iture  
REFERENCE : Advance Account - No. 013842

1. After termination of my assignment with JMATE at JMVAE, I was billed for repayment of advance account in the amount of \$503.44, which sum I paid by personal check No. 3337, dated 16 July 1962, FD Receipt No. 4944, dated 19 July 1962.
2. Payment was made with reservations, since at the time of my departure from the JMVAE area the Finance Officer estimated that when my accountings were reconciled they would reflect a credit in my favor of several hundred dollars. Therefore, I was surprised to find myself in a debit position when the accounting was finally completed. Although I would have been authorized to voucher the balance, I assumed that all credits had been taken into account, and so did not exercise the option.
3. In early May, 1963, I received a telephone call from Mrs. [redacted] who had been my Administrative Assistant at JMVAE. She was departing the following day PCS for Rabat and wished to inform me that in packing she had come across a receipt signed by Spencer O. TERTELING (P) in the amount of \$500 which, she said, she had neglected to turn in to the JMVAE Finance Officer to be credited against my account. The following day I received through the mail the receipt in question which is forwarded herewith as Attachment A.
4. In the interim, DODS B&F conducted a search of the accountings relevant to my advance account and were unable to establish that an entry had been processed reflecting credit of the \$500 TERTELING receipt. This accords with the prior failure of the receipt to have been forwarded to JMVAE Finance as it should have.
5. Based on the above, Mrs. [redacted] statement and my own recollection of events and accounting procedures then

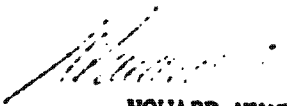
SECRET



3/80

in effect at JMWAVE, I am requesting reimbursement in the amount of \$500.00 as substantiated by the attached receipt.

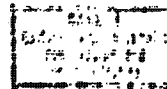
6. Your approval is requested.

  
HOWARD HUNT  
Chief  
DO/OPRP

Attachment -  
Receipt dtd 1 May 1961,  
in amt of \$500, signed  
by Spencer O. TERTELING (P)

- 2 -

SECRET



SECRET

Ordered  
from

1 May

19 61.

Five hundred

Dollars.

\$ 500.00

*Approved by [Signature]*

*Approved by [Signature]*

FORM 1-55

SECRET

NOTIFICATION OF TRANSFER OF FUNDS OR ACCOUNTS		TO: FINANCE OFFICER, JMWTS	DATE: 19 July 1961	42
FROM: FINANCE OFFICER, JMWTS		AMOUNT: US \$ 1,563.00	W - 136	
STATION IDENTIFICATION: CRASATAC, TUNISIA S.		STATION NO: 1260	DATE: 19 July 1961	AMOUNT: \$ 1,563.00
<input type="checkbox"/> RECEIVED <input type="checkbox"/> DEBITED <input type="checkbox"/> CREDITED	<input checked="" type="checkbox"/> ADVANCE <input checked="" type="checkbox"/> RECEIPT UNDER O/C <input type="checkbox"/> RECEIPTS ATTACHED	<input type="checkbox"/> RECEIPT <input checked="" type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PROJECT	<input type="checkbox"/> TRANSFER OF FUNDS <input type="checkbox"/> PAYROLL & OTHER	

To transfer the outstanding advances of CRASATAC :

Operational - \$ 150.00  
 Individual - 1,413.00  
\$ 1,563.00

lfa

Barbara E. VANICE

CERTIFY FUNDS ARE AVAILABLE		SPACE BELOW IS FOR THE OFFICER'S USE ONLY		
SIGNATURE REFERENCE NO.	CHAR. OF ALIQUOT NO.	DATE	SIGNATURE OF APPROVING OFFICER	DATE
DATE	SIGNATURE OF ACTIVATING OFFICER	DATE	CERTIFIED FOR PAYMENT OF CHECK	DATE
		7-6-61		

DESCRIPTION - ALL OTHER ACCOUNTS 12-23	12-23		12-23	12-23	12-23	12-23	12-23	12-23	12-23	12-23	12-23	12-23	12-23	12-23
	12-23	12-23												
CREDIT ADVANCE ACCOUNTS 12-27														
Transfer from W/M														
Transfer W-136														