

December 20, 2002

MEMORANDUM TO: Michael L. Springer, Director
Office of Administration

FROM: Jesse L. Funches */RA/*
Chief Financial Officer

SUBJECT: CHANGE OF BANKCARD APPROVING OFFICIAL

Please establish Richard R. Rough, Senior Level Financial Advisor to the Chief Financial Officer, as the new bankcard approving officer for the front office, replacing Carl F. Dolinka. Sharon Hudson will continue as the bankcard holder.

Single-Purchase Limit

\$2,500

30-day Limit

\$10,000

If you have any questions, please call.

cc: Vicki Gladhill, ADM

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cc: Vicki Gladhill, ADM

DISTRIBUTION:

P. Rabideau
R. Rough
S. Hudson
C. Dolinka
OCFO R/F

ADAMS X Yes No

Initials

X Publicly Available

Non-Publicly Available Sensitive X Non-Sensitive

*See attached concurrence

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OFFICE	OCFO		CFO	
NAME	R. Rough		J. Funches	
DATE	12/ /02		12/ /02	

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