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SUBJECT: Forwards Rev 1 to General Procedure 15.1, "Noncompliance & Corrective Action." Rev corrects noncompliance identified during emergency response exercises.

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the focus is on the regular review and reconciliation of accounts. It is advised to perform these checks at least once a month to identify any discrepancies early on. This proactive approach helps in preventing errors from compounding over time.

The third part of the document covers the use of technology in financial management. It highlights how modern accounting software can streamline processes, reduce manual errors, and provide real-time insights into the company's financial health.

Finally, the document concludes with a strong emphasis on the role of the finance department in supporting the overall business strategy. It states that accurate financial data is essential for making informed decisions and ensuring the long-term success of the organization.

By following these guidelines, businesses can ensure that their financial records are accurate, reliable, and compliant with all relevant regulations. This not only protects the company's interests but also builds trust with stakeholders.

The document is intended to serve as a comprehensive guide for anyone responsible for financial reporting. It provides practical advice and best practices that can be applied across various industries and business sizes.

We hope that this information is helpful and that it contributes to the financial stability and growth of your business. If you have any questions or need further assistance, please do not hesitate to contact our support team.

Thank you for your attention and for choosing our services. We are committed to providing you with the highest quality of support and ensuring that your financial needs are met.

Sincerely,
 [Name]
 [Title]

This document is confidential and contains sensitive information. It is intended only for the use of the individual or entity named in the header. If you have received this document in error, please notify us immediately.

For more information on our services and products, please visit our website at [Website URL].

Contact us at [Phone Number] or [Email Address].

INDIANA & MICHIGAN ELECTRIC COMPANY

P.O. BOX 16631
COLUMBUS, OHIO 43216

November 21, 1984

AEP:NRC:0848M

Donald C. Cook Nuclear Plant Unit Nos. 1 and 2
Docket Nos. 50-315 and 50-316
License Nos. DPR-58 and DPR-74
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FOR AMERICAN ELECTRIC POWER SERVICE CORPORATION AND
THE DONALD C. COOK NUCLEAR PLANT

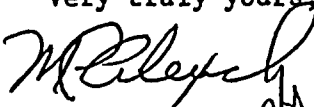
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To Whom It May Concern:

Pursuant to 10 CFR 50.54(q) and 10 CFR 50, Appendix E, Section V, enclosed are three copies of the latest revisions to AEPSC General Procedure No. 15.1, Rev. 1 (Change Sheet Nos. 3 and 4). This procedure is used to effect corrective action for noncompliances identified during AEPSC participation in emergency response exercises associated with the Donald C. Cook Nuclear Plant.

This document has been prepared following Corporate procedures which incorporate a reasonable set of controls to insure its accuracy and completeness prior to signature by the undersigned.

Very truly yours,


M. P. Alexich *9/11 11/20/84*
Vice President

th

Enclosure

cc: John E. Dolan (w/o enclosure)
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R. C. Callen (w/o enclosure)
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General Procedure 15.1 Noncompliance and Corrective Action	
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