

MEMO TO FINANCIAL CONTROL

October 3, 2000

This memo will serve as a justification for the purchase of tires for the Governor's vehicle. We are requesting that Joe Adams, Head of Security, be reimbursed for these expenses. He had to pay from his personal funds, because this particular company would not accept a purchase order or set up an account for us. These tires that were replaced were not recalled at the time of purchase but were the same brand that has been recalled. These new tires were purchased as a precaution to the possibility of having defective tires on the Governor's vehicle. The tag number shown on the invoice is the tag on the Governor's vehicle. It has a confidential license number that is not to be recognized.