NR_key_name:	D34948FF8BCE99D48525646600520E76
SendTo:	CN=Cathy Rodriguez/O=ARRB @ ARRB
CopyTo:	
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:	
DisplayDate:	03/26/1997
DisplayDate_Time:	9:56:35 AM
ComposedDate:	03/26/1997
ComposedDate_Time:	9:56:17 AM
Subject:	Re: supplies

Body: I will send a different note to them to explain it.To:Tracy Shycoff/ARRBcc:From:Cathy Rodriguez/ARRBDate:03/26/97 09:39:19 AMSubject: Re: suppliesTracy I would like to forward your message to R&A so that 1) the analysts understand why the policy is what it is and 2) I don't have the pressure from them to get the stuff right away. Let me know if you have any objection.To:Admincc: From:Tracy Shycoff/ARRBDate:03/26/97 08:56:04 AMSubject:suppliesI recently have noticed that several of the analysts have been given the combination to the supply closet. This happened in the past and we had to change the combination. Perhaps I have not made it clear to you guys how important it is that we have some control over the supplies and that is why they are kept in a locked room. Not only does this help us to ensure that supplies are not being taken in bulk by anyone, but it also ensures that Christina is notified when we are running low on items. So far this year, we are very close to spending more on supplies than in all of last year-- we don't have the budget to be wasteful with our supplies.If one of you have given out the combination because you were having to run to the closet a million times a day to get supplies for other people there is a better way to handle it. You can tell them you'll get it for them shortly and get it when it is more convenient for you. If you need other suggestions, please see me and I'll be glad to help.I will be changing to combinations to the supply closet and the paper closet. THESE NEW COMBINATIONS ARE NOT TO BE GIVEN TO ANYONE ELSE. If any of you would like to discuss this further with me, please stop by. Thanks.

recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	