

13 Nov 22

(Date)

O. G. S., M. I. D., G. S.

(Signature)

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November 13, 1922.

Major Marlborough Churchill,
General Staff,
Headquarters, 2nd Corps Area,
Governors Island, N. Y.

My dear Churchill:-

In further reference to your letter of October 21st, on the subject of supplies for the New York Office, we have arranged to pay for supplies directly from this office. They will be purchased in the open market in New York and paid for on expense vouchers submitted when necessary.

The property consisting of office furniture and supplies should remain in the New York Office and carried on your memorandum receipt. Mr. Yardley has been instructed to receipt to you for this property with the understanding that you will accept his receipt and make no effort to have an actual check of the property made either from your office or that of the Quartermaster. Should the auditor from the Quartermaster's Office desire to make a personal check of the property it is suggested that you can prevent this by inviting attention to the fact that your receipt relieves the Quartermaster of any responsibility and that you object to an inspection by one of his representatives. Sufficient funds will be allowed the New York Office to cover the necessary repairs on typewriters, chairs, desks etc.,

In regard to the telephone contract it is requested that you have this cancelled at the earliest practicable date and advise Mr. Yardley when service will be discontinued. This notice should, if practicable, be given several days in advance. Mr. Yardley will then arrange for the installation of one telephone with one extension, payment for it will be made by him and reimbursement made from this office.

Please advise whether or not the above arrangements appear entirely satisfactory to you and if not suggest what modifications should be made.

Very sincerely yours,

~~SECRET~~

O. G. S., M. I. D., G. S.

13 Nov 22

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(Date)

(Signature)

S. MINTZBERG,
Colonel, General Staff,
A.C. of S., G-2.