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## ROUTING AND RECORD SHEET

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FORM NO. 610 REPUZZS FORM SING

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26 September 1955

MEMORANDUM FOR: TSS/CD

ATTENTION

ALEXANDE.

SUBJECT

MKULTRA Subprojects 30 and 50

1. The report of audit dated 17 June 1955 prepared by Mr. covering Project MKULTRA for the period 15 January 1954 through 30 April 1955, recommended in connection with subproject 30 as follows:

A

"It is suggested that this project be placed on a revolving fund basis, i. e., establish a fixed amount of about \$500,00 or any other amount that will meet the needs of the project for a reasonable period of time and reimburse the fund on the basis of accountings submitted at least quarterly. The fixed amount may be increased or decreased as the need demands and will be recorded on the books of the Finance Division as an Imprest Fund. The same certification should be used for reimbursing the imprest fund as is now authorized by the MKULTRA plan. Charges to expense would be made only on the basis of an accounting properly approved and the accountings would remain in the MKULTRA files of TSS. This proposed revision will permit more accurate distribution of expenses to the proper fiscal year and will require approval by operating officials prior to reimbursing the fund for expenditures made."

2. It is my understanding that correspondence with
Deputy Chief, Finance Division, has led to the conclusion that any Imprest
Fund reported on the books of the Finance Division as such is subject to
rules and regulations which are not compatible with the procedures approved
by the DCI under which MKULTRA is handled. Imprest Fund regulations
apparently require that expenses and accountings be forwarded to Finance
Division when reimbursement is requested. The security maintained for
MKULTRA is such that it is not feasible to forward to the Finance Division
a list of items purchased under this project since the nature of these items
and the reasons for their purchase (particularly the occasional destruction
of what would normally be considered unexpendable equipment) would disclose too much of the nature of the sensitive work being handled under

MKULTRA.

3. For this reason I believe it will be satisfactory to continue with subproject 30 and convert it to an Imprest Fund rather than terminate it and establish a new subproject 50 as an Imprest Fund. This will result in our following all of the recommendations in Mr. report with the sole exception that subproject 30 will not be recorded on the books of the Finance Division as an Imprest Fund.

- 4. I understand that Major has recently returned with a complete detailed list of recent expenditures under this subproject. It is my suggestion that these evidences of expenditures be placed in your files and that you determine the exact cash on hand. With this figure in mind, I suggest that you obligate under subproject 30 the exact sum required which, when added to the cash on hand, will bring your total cash funds to \$1,000. One thousand dollars is the sum which I believe you have determined to be necessary under this project rather than the amount of \$500.00 mentioned as an example by Mr.
- 5. When this additional obligation is on hand and you have exactly \$1,000 in cash, you should operate the project as an Imprest Fund, i. e., future reimbursements should be made at least quarterly and in an amount exactly equal to the new accumulation of vouchers which will thus result in in the project's funds being brought back to precisely \$1,000 each time it is replenished. Care should be taken to replenish the fund and bring it back to \$1,000 toward the end of each Fiscal Year so that expenses incurred during a particular Fiscal Year will be covered by that FY's funds. As mentioned in Mr. report, charges to expense would thus be made only on the basis of an accounting properly approved, and the accountings would remain in the MKULTRA files of TSS. If your quarterly accountings coincide with the end of a Fiscal Year, I believe that this will also satisfy Mr that reimbursements will be made to the project with FY funds corresponding to the FY in which the expenses were incurred; and of course, approval of operating officials will have been obtained prior to reimbursement to the project for these expenditures.
- 6. You might discuss this with Mr. the next time he is in your office. Steps should also be taken if necessary to cancel subproject 50 and the sum of \$500.00 which Mr. may show on his books as obligated.

6 September 1955)

Distribution: Addressee - Orig. only TSS/OC - 1

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# ROUTING AND RECORD SHEET

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# Office Memorandum · United STATES GOVERNMENT

Chief, TS3 Chemical Division

DATE: 20 September 1955

FROM :

Acting Deputy Chief, Finance Division

Request for Imprest Fund MKULTRA SUBJECT:

> 1. The request contained in your memorandum, dated 14 September 1955, establishing an imprest fund for MKULTRA in the amount of \$500.00 is returned without approval by this office as not meeting the requirements of regulations establishing an imprest fund.

2. Regulation dated 26 March 1955, governing imprest fund states that "A complete accounting will be submitted monthly," whereas paragraph 4 of your request states that these funds will be accounted for in accordance with MKULTRA procedures.

3. In the event that accountings can be submitted in accordance with this request should be re-submitted.

## ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Be about officer should initial (check mark insufficient) before further routing. This routing and Record Sheet should be returned to Registry.

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#### 14 September 1955

MEMORANDUM FOR: CHIEF, FINANCE DIVISION

ATTENTION : Mr.

SUBJECT : Request for Imprest Petty Cash Fund

- At the request of the Chief, Audit Staff, TSS is requesting the establishment of an imprest petty cash fund in connection with a subproject of MWLTRA. This petty cash fund is to be established with an initial grant of \$500.00.
   From time to time as these funds are depleted, reimbursement will be requested.
- 2. The following personnel of TSS/CD are appointed responsible officers for the fund:

Custodian - Deputy - A

- The money will be kept in an approved combination safe.
- 4. This imprest fund is being set up in connection with a subproject of MKULTRA. Therefore, records and accountings will be maintained in accordance with regulations and procedures approved by the DGI in the memorandum dated 13 April 1953 to the DG/A and the extension of this authority in subsequent memoranda, All records and accountings are kept in the files of the Chemical Division where they are available for imprection by the auditor appointed by the DD/S to inspect and audit MKULTRA files.

APPROVED:

Chief, TSS/Chemical Division

Date: 1/2 Days, 1955, April 1955, Apr

TSS/CD (14 September 1955)



Chief, TSS Chemical Division

20 September 1955

Acting Deputy Chief, Finance Division

Request for Imprest Fund MKULTRA

- The request contained in your memorandum, dated
   Septembor 1955, establishing on imprest fund for MULTRA in the amount of \$500.00 is returned without approval by this office as not meeting the requirements of regulations establishing an imprest fund.
- 2. Regulation (12 dated 26 March 1955, governing imprest fund states that "A complate accounting will be submitted monthly," whereas paragraph 4 of your request states that these funds will be accounted for in accordance with MEMINTRA procedures.
- 3. In the event that accountings can be submitted in accordance with the second that request should be re-submitted.

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Chief, TSS Chemical Division

20 September 1955

Acting Deputy Chief, Finance Division

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- 3. In the event that accountings can be submitted in accordance with this request should be re-submitted.

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### 26 September 1955

MEMORANDUM FOR: THE RECORD

SUBJECT : MKULTRA Subproject 50

- This memorandum is written to record the purpose of Subproject 50, the reasons for establishing it, and the mechanics by which it will be administered.
- 2. The above subproject has been created to continue the support to bivision, which was previously furnished by Subprojects 13 and 30. Such Support will be over and above the yearly financial support of Project MKNAOMI and will fall into two categories: (1) the purchase of certain materials, supplies and equipment where the use of other funds would cause either excessive delay in operations or undue security hexards; and (2) the support of activities in which Agency sponsorship makes it difficult for Division to obtain financial support from normal courses since those sources require an undesirable amount of justi-fication.
- 3. The subproject has been created at the specific request of Mr. The and with the approval of General of in order to A correct undesirable administrative procedures evident in the handling of Subprojects 13 and 30.
- 4. This subproject will be handled as an imprest fund with an initial grant of \$500.00. As expenses are incurred and upon presentation of vouchered proof of expenditure, subsequent grants will be made in the amounts expended. The cash on hand and/or receipts of expenditure will total \$500.00 at all times. Instructions to the fund Custodian are attached.
- 5. This is a continuing project with no specific amount earmarked per unit time. Budget estimates will be based on experience in Subprojects 13 and 30.
- Subproject 30 will be closed out and cash on hand will be returned to Finance on receipt of the initial \$500.00 grant.



Distribution: Orig - TSS/CD

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TSS/CD (26 September 1955)

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# REQUEST FOR ADVANCE

1. IT IS REQUESTED THAT CONFIDENTIAL FUNDS SE ADVANCED TO:  IN THE AMOUNT OF Pive Hundred  2. THESE FUNDS ARE REQUISED FOR OFFICIAL BUSINESS OF A CONFIDENTIAL NATURE AND THEIR USE WILL BE CONFINED TO FOLLOWING GENERAL PURPOSE:  Imprest Petty Cash Fund (See attached memorandum)  3. THIS ADVANCE IS WITHIN THE SCOPE OF, AND PROPERLY CHARGEABLE TO  6-2502-10-001  2. THIS ADVANCE IS WITHIN THE SCOPE OF, AND PROPERLY CHARGEABLE TO  6-2502-10-001  3. THIS ADVANCE WILL BE ACCOUNTED FOR FULLY, IN ACCORDANCE WITH CONFIDENTIAL FUNDS REQULATIONS, AND ALL UNEAR FUNDS RETURNED, IN THE FOLLOWING MANNER: (COMPLETE AND/OR INITIAL APPLICABLE STATEMENT BELOW)  (A) WITHIN DAYS, ACCOUNTING AND/OR REFUND WILL BE MADE TO CHIEF, CONFIDENTIAL FUNDS.  (B) WITHIN DAYS AFTER ARRIVAL AT DESTINATION ACCOUNTING AND/OR REFUND WILL BE MADE TO CONFIDENTIAL REPRESENTATIVE AT  100X A FULL ACCOUNTING WILL BE RENDERED AT THE END OF EACH MONTH UNTIL ALL FUNDS ARE ACCOUNTED FOR ACCOUNTING WILL BE MADE TO THE CHIEF, CONFIDENTIAL FUNDS, OR TO HIS DESIGNATION REPRESENTATIVE  5. APPROVED:  16 SEPTEMBER 1955  DATE  7. RECEIVED FROM FINANCE  FINANCE  FINANCE  PARAPRATATION  ALLOTHERY  ALLOTHERY  ALLOTHERY  ALLOTHERY  ALLOTHERY  DATE  FOR THE PURPOSE STATED, AND WILL BE ACCOUNTED FOR FULLY BY ME IN ACCORDANCE WITH PARAGRAPH 4 ABOVE.  PAREPRATATION  ALLOTHERY  FOR THE PURPOSE STATED, AND WILL BE ACCOUNTED FOR FULLY BY ME IN ACCORDANCE WITH PARAGRAPH 4 ABOVE.  PAREPRATATION  ALLOTHERY  FOR THE PURPOSE STATED, AND WILL BE ACCOUNTED FOR FULLY BY ME IN ACCORDANCE WITH PARAGRAPH 4 ABOVE.  PAREPRATATION  ALLOTHERY  FOR THE PURPOSE STATED, AND WILL BE ACCOUNTED FOR FULLY BY ME IN ACCORDANCE WITH PARAGRAPH 4 ABOVE.  PAREPRATATION  ALLOTHERY  FOR THE PURPOSE STATED, AND WILL BE ACCOUNTED FOR FULLY BY ME IN ACCORDANCE WITH PARAGRAPH 4 ABOVE.		DATE 16 September 1955
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14 September 1955

MEMORANDUM FOR: CHIEF, FINANCE DIVISION

ATTENTION Mr.

SUBJECT Request for Imprest Petty Cash Fund

- 1. At the request of the Chief, Audit Staff, TSS is requesting the establishment of an imprest petty cash fund in connection with a subproject of MKULTRA. This petty cash fund is to be established with an initial grant of \$500.00. From time to time as these funds are depleted, reimbursement will be requested.
- 2. The following personnel of TSS/CD are appointed responsible officers for the fund:



- 3. The money will be kept in an approved combination
- 4. This imprest fund is being set up in connection with a subproject of MULTRA, Therefore, records and accountings will be maintained in accordance with regulations and procedures approved by the DCI in the memorandum dated 13 April 1953 to the DO/A and the extension of this authority in subsequent memoranda. All records and accountings are kept in the files of the Chemical Division where they are available for inspection by the auditor appointed by the DD/s to inspect and audit MAULTRA files.

APPROVED: Chief, TSS/Chemical Division Research Director Distributions Orig & 2 - Addressee 1 - Comptroller 183/CD 11 (14 September 1955)

REQUEST FOR ADVANCE

16 September 1955

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14 September 1955

MEDICRANDUM FOR: CHIEF, FINANCE DIVISION

ATTENTION

1 Mr. 2

: Request for Imprest Petty Cash Fund SUBJECT

1. At the request of the Chief, Audit Staff, TSS is requesting the establishment of an imprest petty each fund in connection with a subproject of MCULTRA. This petty canh fund is to be established with an initial grant of \$500,00. From time to time as these funds are depleted, reimbursement will be requested.

2. The following personnal of TSS/CD are appointed responsible officers for the fund:

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- 3. The money will be kept in an approved combination
- 4. This imprest fund is being set up in connection with a subproject of EXULTRA. Therefore, records and accountings will be maintained in accordance with regulations and procedures approved by the DCI in the memorandum dated 13 April 1953 to the DD/A and the extension of this authority in subsequent memoranda. All records and accountings are kept in the files of the Chemical Division where they are available for inspection by the auditor appointed by the DD/S to inspect and sudit MAVLTRA files.

APPROVED:

Research Director

Distributions

Orig & 2 - Addresses 1 - Comptroller 1 - TSS/FASB

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Chief, TS3/Chemical Division

193/CD (14 September 1955)





# REQUEST FOR ADVANCE

16 September 1955

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		REQUESTING OFFICER
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16 September 1955	Chief, TSS/CD	SIDE COTTLES
DATE	TITLE	SIGNATURE
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<ul> <li>authority; and that funds are available</li> </ul>	able in the appropriation and allo	tment indicated.
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Office Memorandum · United States Government

DATE:

FROM :

Memorandum for Office Chief q Finance attor. Mr.

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● 50 - 19 UNITED STATES GOVERNMENT

Office Memorándum ·

4. This inprest fund in being set up in connection with an MKMLTRA subject. Rends and accountings will be maintained in secondame and percedure established for project MKMLTRA and will be assisted for important and purity but only in secondame with percedure established for such to structure.



15 August 1955

#### MEMORANDUM FOR: COMPTROLLER

ATTENTION

. Finance Division

SUBJECT

MKULTRA, Subproject 50

 Under the authority granted in the memorandum dated 13 April 1953, from the DGI to the DD/A and extension of this authority in subsequent memorands, subproject 50 has been approved.

- At the suggestion of Chief, Audit Staff, this project is being set up as an imprest petty cash fund in the amount of \$500,00. It is requested that \$500.00 in cash be forwarded to Chief, TSS/CD through TSS Budget Officer.
- Periodic reimbursements of this imprest fund will be requested as expenses are incurred. Funds provided for this project are to be charged to allotment 6-2502-10-001.

SIDNEY GOTTLIEB
Chief, TSS/Chemical Division

APPROVED FOR OBLIGATION OF FUNDS:

Research Director

Date

TSS/CD: (15 August 1955)

Distribution: Addressee - Orig. & 2

TSS/OC - 1 #SS/FASB - 1 TSS/SRB - 1

TSS/CD - 2

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15 August 1955

### MEMORANDUM FOR THE RECORD

SUB JECT

: MKULTRA, Subproject 50

1. The purpose of subproject 50 is to continue to provide the support previously furnished to the project 30. Support will be furnished to certain TSS/CD activities carried out by the or in conjunction with the

2. In accordance with the suggestion made by Mr. memorandum dated 17 June 1955 which was approved by Gen. this project is being set up as an imprest petty cash fund with an initial grant of \$500.00. From time to time as these funds are depleted, reimbursement will be requested, accompanied by vouchered proof of expenditures by the using agency in accordance with the written agreement between that agency and TSS/CD.

3. The support will primarily fall in two general categories: one, the purchase of certain materials, supplies and equipment where the use by fr the of other funds would either delay operations excessively or result in security problems in view of the peculiar nature of the items to be purchased; and two, activities where the unusual security considerations surrounding Agency sponsorship of the make it difficult for the to obtain financial support from customary sources since such sources would require an undesirable amount of written or oral justification. Subproject 50 funds will thus be used to pay for purchase of unusual supplies, materials and equipment as well as for occasional unusual services, travei, expenses and honoraria.

4. As soon as the initial \$500.00 under_subproject 50 has been made available to the SO Division, subproject 30 will be closed out and any unspent balance returned to the Agency.

> SIDNEY OUTTLIEB Chief, TSS/Chemical Division

APPROVED FOR OBLIGATION

(15 August 1955)

TSS/CD - 2 (subprojects 30 and 50)