11-15-1982

Letter to Donald Ziegenfuss regarding the SEAALL Convention Fund bank account, November 15, 1982

Mary Bourget

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Attn: Donald G. Ziegenfuss

Dear Don:

This letter is to confirm our conversation regarding an SEALL Convention Fund bank account in Orlando.

As you and I agreed, rather than go to the expense of opening a bank account, our bookkeeper, Mrs. Dotter, will open an internal account entitled SEALL Convention Fund. Registration funds received will be deposited into this account and, for expenses incurred, a firm check can be drawn on this same account on very short notice.

Once this account is activated I will send you and Ed Edmonds a monthly statement until the account is deactivated after our February meeting.

Unless I hear otherwise, I will assume that this proposal is agreeable to both you and Ed.

Sincerely,

Mary

Mary S. Bourget
Librarian

MSB/sef
cc: Edmund P. Edmonds