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GENERAL MANAGER

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COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

Date: 05/01/02
To: All Workforce Development Division Contractors
From: Ann Giagni, Director
Workforce Development Division *Ann Giagni*
SUBJECT: DIRECTIVE NO: 02 - 02-53
DISALLOWED COSTS FOR UNAPPROVED PURCHASES

This bulletin is to inform you that any equipment purchased between the date of this Directive and the end of the current fiscal year, without prior City approval, will result in disallowed costs. There will be no exceptions to this policy. As the Financial Management Division (FMD) requires sufficient time to reconcile current year expenditures, unauthorized purchases would disrupt that process to the detriment of all concerned.

Thank you for your attention to this matter. Should you have any questions, please contact your WDD monitor.

AG:RL:MC:KM

