MEMORANDUM

TO : Concerned Department Heads

RE : Supervision by the EDP Department of the Radio Shack Model II and IBM Clone Microcomputers

DATE : 27 April 1987

In line with the policy of optimum utilization and maintenance of office resources including those pertaining to Electronics Data Processing, the EDP Department shall henceforth exercise direct supervision over all microcomputers. However, supplies such as continuous forms, diskettes, etc. will be charged to end-users.

All department heads shall coordinate with the EDP department concerning this matter.

For strict compliance.

[Signature]

TOMAS D. ACHACOSO
Administrator