



Third Judicial District Attorney State of New Mexico

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Office Memo

TO: Jolene Gonzales, FCD Pre-Auditor
FROM: Beverlye J. Zubia, CFO /bjz
DATE: 03/23/04
RE: Janetta B. Hicks dba Titan Office Supplies - Outstanding Invoices

After speaking with our agency's DFA Controller Analyst, it is my understanding that our agency may submit payment vouchers for the above-referenced business for outstanding invoices that are dated before March 12, 2004. Once the remaining outstanding invoices are paid, our agency will not be permitted to submit for payment any further invoices from the above-referenced business.

Please note that White Papers Justification is attached for several of the outstanding invoices. I also have four (4) invoices to be submitted for which I have chosen to pay separately from this batch of invoices and will call you to determine which object codes should be pay for the remaining outstanding invoices.

Should you have any questions, please contact me as soon as possible to resolve any pending issues to avoid delay in payment of this vendor.

Thank you for your prompt assistance in this matter.

/bjz