



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Mr. Paul E. Healy
City Clerk

From Mr. Frederick J. Reardon
City Treasurer.

Subject Your letter dated 12/4/1974.

Date December 16, 1974.

Reference

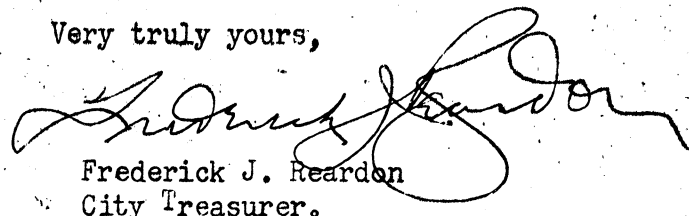
As of December 16, 1974 we have 57 warrants on hand, received from 12/5/74 thru 12/13/74. This is the date we received them, not the warrant date.

These warrants cover departmental schedules from June thru December. Only three have December items, one is for June. The majority have August, September, October and the 1st week and thru the middle of November schedules.

This is a lot of warrants to have on hand. Evidently the departments are cleaning out Vendor payment accounts for the end of the calendar year.

We have one person assigned to warrants and one machine, and are interrupted with clothing allowance checks, school Scrub payments and election payrolls. We often have to have these warrants done on regular typewriters and have to assign two extra clerks to handle the warrants.

Very truly yours,



Frederick J. Reardon
City Treasurer.

FJR/lf

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12/~~24~~/74

Placed on FILE