

SRI International

## Memo

SG1J

**To:** [REDACTED] **Date:** 10-24-88  
**From:** Cathy Flowers *CF*  
**Subject:** Reports List **Cc:** Ed May

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Currently I provide to the COTR:

**Monthly Report** - This report is generated the week following the end of each SRI accounting period and Ed and Pete review the report before I run it in final form. The Monthly Report is compiled from numbers on the project status reports (PSRs) and covers only the PSRs for the current fiscal year.

**Voucher** - The Voucher comes out of Jim Dolen's office and Pete likes to review it before it is sent on to Jean (Dolen says we are the only project that handles the voucher this way - normally his office sends the voucher directly to the contract officer). The voucher covers the entire project, i.e., all of project 1291 PSRs. The voucher is currently generated on a bi-weekly basis.