



COMMITTEE FOR PURCHASE FROM
PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

September 15, 1993

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Administrative Memorandum No. 1

Subject: Numbered Memoranda

1. Purpose

This memorandum establishes a system of numbered memoranda which cover many of the procedures used in connection with the Committee's operations. It supersedes the previous Administrative Memorandum No. 1, dated April 29, 1993.

2. Categories

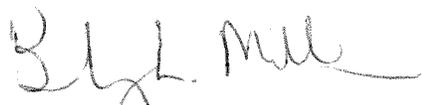
a. Numbered memoranda are published under the following category headings:

<u>CATEGORY</u>	<u>SUBJECT MATTER</u>
Administrative Memoranda	Committee administrative procedures
Compliance Memoranda (Previously Workshop Memoranda)	Nonprofit agency qualification and compliance procedures
Operations Memoranda (Previously Addition Memoranda)	Committee operational procedures
Pricing Memoranda	Fair Market pricing procedures

b. Memoranda within each category are numbered consecutively. An index listing the specific subjects, together with the date of each numbered memorandum currently in effect, is included for each category.

3. Changes

A new index for a particular category will be published each time there is a change in, or addition to, the memoranda included in that category.


Beverly L. Milkman
Executive Director

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