

INTERDEPARTMENTAL  
MEMORANDUM

TO: Mr. M. Dionne  
Purchasing

FROM: J.E.D. Pearson, Assistant to Head,  
Department of Physics  
July 16 19 76

BP 75-775

RE: Part-time Use of Physics Department Gestefax by A.U.C.E. Local I

Further to your recent telephone call it is approved for Local 1 A.U.C.E. business agent to use the Physics Department gestefax machine on a trial basis under the following conditions:-

- 1) Before each use of the gestefax the department should be contacted to ensure the machine is available - call Mrs. Briggs (6368) or Miss Hoffmann (4210).
- 2) Use of the machine is restricted to normal departmental working hours. Departmental work shall have priority at all times.
- 3) It is understood A.U.C.E. will provide the necessary master sheets and on this basis the department will charge 50¢ per master duplicated.

c.c. L. Hoffmann  
G. Briggs

