

Memo

To: Lou Ann Mullins
From: Captain J. Burger
Date: February 28, 2012
Re: Texas Law Enforcement Handbook

The attached invoice for (1) Texas Law Enforcement Handbook w/ CD was ordered without the prior issuance of a Purchase Order. Please accept this memo as my request to pay this invoice in the full amount of \$57.90.

Sincerely,

James Burger, Captain