



Fermilab

August 13, 2013

To: Mary Jo Lyke

From: Terry Erickson *TE*

Re: Project/Task Code Request
LHC ATLAS Detector Upgrade Project Review

Dear Mary Jo,

There is a combined DOE Review of the CMS Upgrade Project and the ATLAS Upgrade Project on August 26-29, 2013. ATLAS is a Brookhaven National Laboratory Project and they will be paying for their expenses.

We asked BNL to write a purchase order to cover the expenses but they requested that we send them an invoice after the review since they will be using the Brookhaven Science Associate account. Cindy Conger agreed to this arrangement and asked me to request a project/task code from you for us to use to track costs for this review. Once we have the final totals on that project/task, BNL will be invoiced for the charges.

David Lissauer and Jonathan Kotcher, both from BNL, have authority to approve the invoice payment for this review. The invoice should be sent to the attention of Winnie Yu – the address is below.

The invoice for the special ATLAS project/task should go to:

Attention: Winnie Yu
Brookhaven National Laboratory
Building 510
P.O. Box 5000
Upton, NY 11973-5000

Thank you for your assistance. If you have any questions, please contact me at extension 4487.

Cc: Cindy Conger