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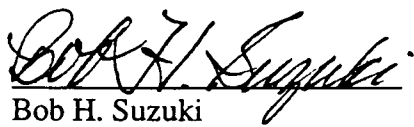
10/10/00

Memorandum

Date: November 3, 2000

To: Patricia L. Farris
Vice President for Administrative Affairs

cc: Jane C. Ollenburger
Esteban Soriano
A. Michael Berman
Laraine D. Turk
Edwin A. Barnes III
Anita R. Martin
G. Paul Storey
David F. Prenovost

From: 
Bob H. Suzuki
President

Subject: EXECUTIVE ORDER NO. 761
Hospitality, Payment or Reimbursement of Expenses

Pursuant to Executive Order No. 761, I am delegating to you the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein.