



# Third Northern Mariana Islands Constitutional Convention Pre-Convention Committee

Second Floor, Joeten Dandan Center  
Caller Box 10007, Saipan, MP 96950  
Tel. No.: (670) 235-0843 • Fax No.: (670) 235-0842

## MEMORANDUM

DATE: April 28, 1995 - 3:25 PM

TO : Secretary of Finance  
FROM : Chair, Pre-Convention Committee  
SUBJECT : Request for Payment  
RE : Document Control No. PCC95-1584-05

Kindly issue payment made payable to **Marianas Management Corporation** in the amount of **\$1,136.66** charged against Office of the Governor **Account Number 1594-6323** for the following invoice(s):

VENDOR	INVOICE(S)	AMOUNT	OBJECT CLASS
Marianas Management Corp. P. O. Box 137 Saipan, MP 96950	PO No. P53380 Invoice No. 495015 Acct. No. 500011	\$ 1,136.66	6323
TOTAL		\$ 1,136.66	

**Justification:** Pro-rated rent for Unit No. 26 at Joeten Dandan Commercial Center April 11 - 30, 1995. (\$1,705 x 20/30)).

Thank you for your prompt attention to this matter.

*Herman Guerrero*

HERMAN T. GUERRERO

Attachment(s)

*office space file*

- Herman T. Guerrero, Chair
- Esther S. Fleming, Vice Chair
- Joaquin P. Villagomez, Secretary

- Dr. Carlos S. Camacho, Chair, Saipan Delegation
- Justo S. Quitugua, Chair, Rota Delegation
- James M. Mendiola, Chair, Tinian Delegation

- Henry U. Hofschneider, Member
- Victor B. Hocog, Member
- Bernadita T. Seman, Member

INVOICE

REMITTANCE ADVICE

**MARIANAS MANAGEMENT CORP.**

**MARIANAS MANAGEMENT CORP.**

P.O. BOX 137 SAIPAN MP 96950

P.O. BOX 137 SAIPAN MP 96950  
PHONE NO: 235-3973 FAX NO: 235-2959

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PLEASE RETURN THIS STUB WITH YOUR REMITTANCE

3RD CONCON (DDCC-26)  
Attn: Jeff Stein  
Office of the Governor  
Saipan  
MP 96950

3RD CONCON (DDCC-26)

TERMS: 30 DAYS

REP#- 1

05

ACCOUNT NUMBER 500011 DATE 4/22/95

ACCOUNT NUMBER 500011

DATE	DESCRIPTION	TY	INVOICE	AMOUNT
4/11/95	Proyatedapt	1	495015	\$1136.66
<p><i>Herman J. Guzman</i> Approved For Payment. April 28, 1995</p>				
<p>IF PAYMENT HAS BEEN MADE, PLEASE DISREGARD THIS STATEMENT.</p>				
1136.66		.00		.00
CURRENT	OVER 30	OVER	60	
.00	.00	PAY THIS	1136.66	
OVER 90	OVER 120	AMOUNT		

INVOICE	AMOUNT
495015	\$1136.66
<p>D U E \$1,136.66</p>	
<p>PLEASE " " ITEMS BEING PAID</p>	

0= INVOICE 1= DEBIT MEMO 2= CREDIT MEMO  
3= ADJUSTMENT 4= FULL PAYMENT 5= PARTIAL PAYMENT

6050-0926-3471 Movable Continuous MCP Patented 2066

MARIANAS MANAGEMENT CORPORATION

P.O. BOX 137  
SAIPAN, MARIANA ISLANDS 96950  
TEL.: 235-8973 / 74

DEBIT / CREDIT MEMO

To: APD CONCO Date: APRIL 11, 1995

Account No. 00001

We have debited / credited your account in our books for the following:

EXPLANATION	AMOUNT
PRORATED RENT FOR UNIT #26 AT DANDAN COMM'L CENTER FROM APRIL 11 - 30, 1995  (\$ 1,705 X 20/30)  <i>Herman J. Guerrero</i> Approved For Payment. April 28, 1995	\$1,136.66
Issued By: <u><i>Dulce G. Mendocza</i></u> Dulce G. Mendocza	Total <u>\$1,136.66</u>

Debit / Credit Memo No. 495015

Approved By: *Gladius Z. Alzand*  
GLADIUS Z. ALZAND  
Authorized Signature

IF PAYMENT HAS BEEN MADE, PLEASE DISREGARD THIS STATEMENT.



# MARIANAS MANAGEMENT CORPORATION

P.O. BOX 137, SAIPAN, M.P. 96950  
PHONE: (670) 234-6445/6446 • FAX: (670) 234-5876  
TELEX NO. 783609 • CABLE ADDRESS: JOETEN SAIPAN

## M E M O R A N D U M

TO : All JCT and MMC Tenants

FROM : Victorino S. Cepeda *VC*  
MMC Manager

DATE : April 25, 1995

SUBJECT: Requests for Billable Maintenance Jobs

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On a number of occasions, our billings for CHARGEABLE MAINTENANCE JOBS (i.e., those which are billed to and to be paid by the requesting tenant) have been questioned as to the documentation and authorization of the work orders/requests. Thus payments for said billings have been unduly delayed, or not made at all.

Effective immediately, therefore, all requests for billable maintenance jobs, regardless of the nature thereof, should be made in a written order form, duly approved by the authorized signatory, and faxed to MMC at 235-2969 or brought to our office in Susupe. While MMC remains committed to providing maintenance services to you, our tenants, we would like to protect our interests, too. We therefore encourage you to cooperate with us on this matter.