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J. H. SALTZER

INTERDEPARTMENTAL

MASSACHUSETTS INSTITUTE OF TECHNOLOGY CAMBRIDGE, MASS.

from the office of Information Processing Center

July 14, 1971

To all Administrative Officers and Project Supervisors

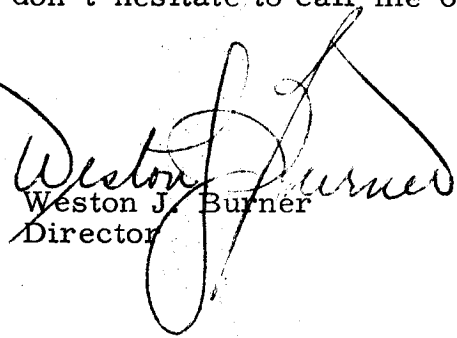
Re: Requisition processing and account balance controls for  
Time Shared computer service at IPC

Effective August 1, 1971 the Information Processing Center is initiating additional administration measures to provide improved control over expenditures on requisitions covering time sharing computer service. Under this new procedure we will continue to accept requisitions covering specific dollar amounts and expiration dates, as well as "open requisitions" where no dollar limit is specified. In addition, however, we will be providing automatic stops when overexpenditures occur.

Beginning August 1 our User Accounts Section will, at the beginning of each work day, review each account on Multics and CP/ 67 and remove from the system those users who have reached or exceeded their requisition dollar limit and/ or those whose requisition expiration date has passed. In order to protect the files and programs of these deleted users, a five-day holding period will allow for reinstatement without loss of data. It is expected that a new requisition will be received during that period, if work on that project by this user is to continue. Every effort will be made to notify the individual user and the account administrator of the action that has been taken. Efforts are also underway to issue warnings in some cases before actual removal occurs.

It is my personal feeling that in times of tight budgets this procedure will add significantly to your ability to control costs while at the same time through the "open requisition" mechanism provide an easy way for large accounts to continue to be monitored through your normal monthly billing analysis method. In order to begin this procedure on a "fresh start" basis we will be contacting you and individual users regarding those accounts which are currently in arrears. It is our intent that no user will experience any surprises on August 1.

If you have any questions regarding any specific accounts, projects, or about the procedures in general, please don't hesitate to call me or Robert Hart, Ext. 4116.

  
Weston J. Burner  
Director