

USA 10

UNITED STATES GOVERNMENT

Memorandum

TO : Miss Phyllis Hoffman, USAID
Amembassy RIO DE JANEIRO

DATE: June 28, 1967

FROM : Jack Ryan, Amconsulate PORTO ALEGRE

SUBJECT: Cocktail Party given by USAID at Plaza Hotel - June 23, 1967

I think that we finally have all of the bills for the cocktail party that your office gave at the Plaza last Friday evening - June 23. The total bill from the hotel is NCr\$ 521.22. This is the final figure after they deducted the 5% usually given to the Consulate.

You left NCr\$ 325.00 with me here at the Consulate. Out of this we have paid the following:

NCr\$ 94.52 - freight (air) on the two cases of Scotch and one case of gin shipped by VARIG. This, incidentally arrived only today.

30.00 - tips to waiters who worked that night at the cocktail party.

8.50 - given to bellhops for carrying cases in, for taking from Consulate to hotel, etc.

NCr\$133.02 total used

The remaining amount that we have is now NCr\$ 191.98. You will have to forward the amount of NCr\$ 329.24 to cover the balance. I am attaching a copy of the Plaza bill, plus a copy of the Varig airway bill and charges.

So far as the whiskey is concerned, there were 4 bottles of gin and 11 bottles of Scotch used. Mr. Hewitt is going to purchase the balance from you, or 8 bottles of gin and 13 bottles of Scotch. He owes you \$37.50 which I am sure he will send a dollar check for very soon.

I can't think of anything else but if you should have questions, or comments, please let me know. As soon as you send the money I will arrange to pay the Plaza bill.

