

NEW MEXICO OIL CONSERVATION COMMISSION

Santa Fe, New Mexico

NOTICE OF INTENTION TO DRILL

Notice must be given to the Oil Conservation Commission or its proper agent and approval obtained before drilling begins. If changes in the proposed plan are considered advisable, a copy of this notice showing such changes will be returned to the sender. Submit this notice in triplicate. One copy will be returned following approval. See additional instructions in Rules and Regulations of the Commission.

Hobbs, New Mexico

May 11, 1948

OIL CONSERVATION COMMISSION, Santa Fe, New Mexico,

Place

Date

Gentlemen:

You are hereby notified that it is our intention to commence the drilling of a well to be known as

Cities Service Oil Company Clessen "B" Well No. 7 in C NE NE SE

Company or Operator

Lease

of Sec. 30, T 22S, R 36E, N. M., P. M., South Eunice Field, Lea County.

The well is 2310 feet (N.) (S.) of the South line and 330 feet (E.) (W.) of the East line of 30-22S-36E

(Give location from section or other legal subdivision lines. Cross out wrong directions.)

If state land the oil and gas lease is No. -- Assignment No. --

If patented land the owner is --

Address --

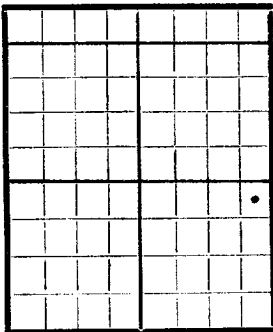
If government land the permittee is Cities Service Oil Company

Address Empire-Masonic Building, Bartlesville, Oklahoma

The lessee is Cities Service Oil Company

Address Empire-Masonic Building, Bartlesville, Oklahoma

We propose to drill well with drilling equipment as follows Rotary all the way



AREA 640 ACRES

LOCATE WELL CORRECTLY

The status of a bond for this well in conformance with Rule 39 of the General Rules and Regulations of the Commission is as follows: Approved

We propose to use the following strings of casing and to land or cement them as indicated:

Size of Hole	Size of Casing	Weight Per Foot	New or Second Hand	Depth	Landed or Cemented	Spks Cement
17 1/4"	13 3/8"	36#	New	300'	Cemented	300
11 1/4"	8 5/8"	28#	New	2800'	Cemented	500
7 3/8"	5 1/2"	14#	New	3750'	Cemented	250

If changes in the above plan become advisable we will notify you before cementing or landing casing. We estimate that the first productive oil or gas sand should occur at a depth of about 3750 feet.

Additional information:

Approved \_\_\_\_\_, 19\_\_\_\_  
except as follows:

Sincerely yours,

Cities Service Oil Company

Company or Operator

By \_\_\_\_\_

Position District Superintendent

Send communications regarding well to

Name R. W. Ely

Cities Service Oil Company

Address Drawer G.

Hobbs, New Mexico

OIL CONSERVATION COMMISSION,

By \_\_\_\_\_

Title \_\_\_\_\_

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial statements and for providing a clear audit trail. The text notes that any discrepancies or errors in the records can lead to significant complications during an audit and may result in the disallowance of certain expenses.

2. The second part of the document outlines the specific procedures for recording transactions. It details the requirements for receipts, invoices, and other supporting documents. It states that all receipts must be properly dated, itemized, and signed by the individual receiving the goods or services. Additionally, it mentions that invoices should be clearly labeled and filed in a systematic manner to facilitate easy access and verification.

3. The third part of the document addresses the issue of expense reporting. It explains that employees are required to submit a detailed report of all business-related expenses incurred during the reporting period. This report should include a breakdown of the expenses by category and a brief description of the business purpose for each expense. The text also notes that any personal expenses must be clearly identified and excluded from the report.

4. The fourth part of the document discusses the process of reviewing and approving expense reports. It states that all reports must be reviewed by the appropriate supervisor or manager to ensure that the expenses are legitimate and necessary for the business. The reviewer should verify that the supporting documents are complete and accurate and that the expenses comply with the organization's policies and procedures. Once approved, the reports should be submitted to the accounting department for processing.

5. The fifth part of the document provides information regarding the consequences of non-compliance with the expense reporting policies. It states that employees who fail to maintain accurate records or who submit false or misleading expense reports may be subject to disciplinary action, including suspension or termination. The text also mentions that such actions may be taken if it is determined that the employee has engaged in fraudulent behavior or has caused significant financial harm to the organization.

6. The sixth part of the document discusses the importance of maintaining confidentiality of financial information. It states that all financial records and reports are considered confidential and should be handled accordingly. Employees are instructed not to share this information with unauthorized personnel and to take appropriate measures to protect the data from loss or theft. The text also mentions that any breach of confidentiality may result in disciplinary action.

7. The seventh part of the document provides information regarding the organization's policy on the use of company funds. It states that company funds are to be used solely for business purposes and that any personal use of these funds is strictly prohibited. The text also mentions that employees are responsible for ensuring that all company funds are accounted for and that any missing or unaccounted-for funds are reported immediately to the appropriate authority.

8. The eighth part of the document discusses the organization's policy on the use of company assets. It states that all company assets, including vehicles, equipment, and supplies, are to be used responsibly and in accordance with the organization's policies. Employees are instructed to take proper care of these assets and to report any damage or loss immediately. The text also mentions that any misuse of company assets may result in disciplinary action.

9. The ninth part of the document provides information regarding the organization's policy on the use of company time. It states that employees are expected to use their work time efficiently and to avoid any unnecessary delays or interruptions. The text also mentions that any excessive use of company time for personal activities may result in disciplinary action.

10. The tenth part of the document discusses the organization's policy on the use of company information. It states that all company information, including financial data, is to be used for business purposes only and that any unauthorized disclosure of this information is strictly prohibited. The text also mentions that any breach of this policy may result in disciplinary action.