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TULE LAKE PROJECT
NEWELL, CALIFORNIA
DECEMBER 11, 1942

PARK ABBOTT
ASSOCIATED COOPERATIVES OF NORTHERN CALIF.
815 LYDIA STREET
OAKLAND, CALIFORNIA

POTATOES CAN BE PAID FOR HERE BY MONEY ORDER WRITTEN
ON PROJECT POST OFFICE. IF POST OFFICE NOT OPEN ALTERNATIVE
IS CERTIFIED CHECK.

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cc: Subj
Chron
Desk

ELMER L. SHIRRELL
PROJECT DIRECTOR

WAR RELOCATION AUTHORITY

In reply, please refer to:

Tule Lake Project
Newell, California

109
General

June 13, 1943

MEMORANDUM TO: Mr. Harvey M. Coverley

SUBJECT: PROCUREMENT

During my visit at the Tule Lake Center from June 14 to 18 inclusive, I have been impressed by the following factors that concern procurement for the Tule Lake Center.

GENERAL IMPRESSION

There is a determined effort being made to organize the functions of procurement by analyzing the responsibilities, ~~and~~ and assignment of specific jobs to all personnel. The present methods and procedures are to be changed by Mr. Knight to bring about the least possible duplication of effort and unnecessary filing. Administrative Instruction No. 42, Revised, is being studied and the ways and means of carrying out some of the new provisions are being devised. It is gratifying to observe that the procurement unit and other members of your staff including Mr. Hayes and Mr. Busselle consider the provisions of the new Administrative Instruction as desirable, and apparently will give Mr. Knight full support in his attempt to organize for advance requisitioning.

Because the control of issues to Divisional warehouses is a basic principle in maintaining stocks of staple items, it is interesting to note that you have accepted this principle at Tule Lake and have a very good supply of these items in the Project warehouse.



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June 18, 1943

PERSONNEL

I fully realize that your procurement unit has not been satisfactorily staffed until very recently, and that you still have a problem in the person of Mr. Leslie Thaler. Since this problem has been referred to the Washington Office, the next action will probably come from there. I certainly concur in the general feeling that Mr. Thaler will always be a problem here but hesitate to recommend his transfer to any other center until I have more adequate proof that he would be of any more value at another place. I suggest that Mr. Thaler be assigned some definite job that will reveal his ability and sense of responsibility and that a report be made to Washington on the outcome of this assignment.

It is my opinion that Mr. Knight, Mr. Gerry, and Mrs. Wayne will prove to be a very competent procurement staff because Mr. Knight is apparently the type of person who will delegate authority and hold the individual responsible for results.

PROCUREMENT PROCEDURES

There is evidence that good procurement practices are fully recognized by your procurement unit, but sometimes these practices have been short-circuited. In many instances these actions were fully justified because of the emergency involved, but in some cases it is apparent that obligations were made without the proper procedures being followed. It is my opinion that this is all past history and will not be repeated if the policy of advance requisition is enforced and the procurement unit given sufficient time to do a good procurement job.

The present property survey being conducted by Mr. Thunberg and Mr. Cotte should aid greatly in determining the quantities of any given stock item which should be maintained.

By far the biggest problem, and one which will require the full support of the Administrative staff, will be to bring about the periodic preparation of

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requisitions by Division Chiefs which will truly reflect their needs for a given period.

Following are some suggestions for the improvement of document preparation:

1. Make every effort to obtain definite quotations and delivery dates.
2. When it is necessary to correct a purchase order by the issuance of a supplement, the new purchase order shall show all of the items that are to be received and not just the changes.
3. Place the responsibility for follow-up on purchases where the information is readily obtainable; i.e., Property Control, but relay the return from vendor to Procurement for review and issuance of corrected P. O.
4. Have a sample of each document, which has been properly prepared, available for the guidance of typists.
5. Have flow charts showing the routing of documents.
6. Have distribution lists for each type of document.
7. Make a chart showing the function of each position and a detailed analysis of each job.

PROCUREMENT OF MEDICAL SUPPLIES

Administrative Instruction No. 42, Supplement I, dated March 19, 1943 prescribed a method of obtaining all medical supplies through Medical Depots of the Army, but as yet a requisition has not been submitted. A requisition is now in the process of preparation and Dr. Collier is doing a swell job of auditing the original requisition. Many items are being eliminated entirely because they are not used here. Quantities of some items have been cut to agree more nearly with past consumption.

The preparation of the requisition has been delayed because the system is quite involved and no one had been able to contact the Depot for advice on its

June 18, 1943

preparation. It is hoped that next year's travel funds will allow the detail of Mr. Knight and interested Division Head to visit the various depots with whom requisitions are placed for the purpose of working out details of requisition preparation.

PRIORITIES

There appears to be adequate recognition of the importance of properly applying preference ratings and instructions as outlined in Administrative Instruction No. 37 are being followed.

The system of applying ratings for the purchase of Maintenance, Repair, and Operating Supplies is due for a change July 1, 1943 and instructions for applying these ratings will be issued prior to that date.

The application of all priority ratings should continue to be a function of the procurement division, but all PD-200 applications should be prepared by the Construction Division. The proper use of materials obtained by applying ratings should be the responsibility of the Division using them. All Division Heads should be informed of this responsibility.

RECORDS AND FILES

This phase of the procurement unit will need considerable study to effect a smoother flow of documents and information. Some of the outstanding points that might be looked into are:

1. Duplication of registration data.
2. Registration, Files and Information desk so placed that the least possible disturbance will be caused when receiving requisition or giving information.
3. Follow-up and other correspondence concerning requisitions to other agencies could be consolidated.
4. Invitation files should contain pending transactions only and be transferred to the Vendors file when completed.
or contract
5. Contracts might be filed separately.

Harvey M. Coverley

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June 18, 1943

I certainly appreciate the cooperation extended me by all staff members which has contributed so much toward making my stay at Tule Lake a pleasant one.

Hall Stenz

cc: R. B. Cozzens





File Label

*Mr. C. C. ...
Mr. Property Control
3.*

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WAR RELOCATION AUTHORITY

WASHINGTON

MEMORANDUM

To: ALL PROJECT DIRECTORS
Subject: TRANSFER OF PROPERTY

JUL 20 1943

In order to clarify the methods by which transfers of property should be handled, the following procedure is promulgated:

I. Transfers within the Project

Property returned to the storehouse or warehouse after issuance which has been evidenced by Delivery Ticket, or Material Issuance Ticket shall be supported by Form OEM 61, Property Transfer Report.

II. Transfers between projects.

A. Project Produced Goods.

Transfers of project produced goods to another project or office within the WRA shall be evidenced by invoice Form WRA 189a, Invoice for Project Produced Goods, in accordance with the procedure prescribed in the Finance Manual. There shall be no Allotment Ledger adjustments by the Projects for transfers of this type. Invoices covering transfers of project produced farm products to other projects or to mess operations shall show in the description column the correct market price in the locality of the producing project on the date of transfer or shipment.

B. Surplus Properties

Unless an Allotment Ledger adjustment is specifically authorized by the Washington Office, such transfers will be evidenced by Form OEM 61, Property Transfer Report. A copy of the accomplished OEM 61 shall be forwarded to the Washington Office by both the receiving and sending office. Form OEM 61 will be prepared in septuple. Four copies will be forwarded to the receiving project, one copy to the Washington Office, the original will be retained by the Property Control Unit, and the remaining copy will be forwarded to the project Finance Office. After entry the receiving project will forward one copy to Washington, one copy will be retained by property control, one copy furnished to the Finance Office, and the remaining copy re-



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ON JULY 26, 1943, THE TULSA OFFICE OF THE WAR
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DATED JULY 26, 1943, AND THE TULSA OFFICE
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PROCESS OF REVIEWING THE MATTER.
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JUL 26 1943

WASHINGTON

WAR RELATION AUTHORITY

turned to the transferring project. The transferring project will record the transaction as:

Debit 59

Credit 19 or 33

The receiving project will record the transactions with reverse entries.

C. Transfers of property, services, etc., between projects will be adjusted by the projects through the Allotment Ledgers if such transfers are for the purpose of reimbursement for temporary assistance or to distribute a charge for combined purchases. These transactions will be handled as follows:

1. If involving the same disbursing officers' accounts, transfers shall be evidenced by Form OEM 573, Inter-Office Transfer Voucher.

2. If involving different disbursing officers' accounts, transfers shall be handled on voucher Standard Form 1080. Vouchers covering such charges (including Form OEM 573) must include specific voucher references covering the original payment. These charges and credits will be taken into accounts as follows:

When transfer is effected on basis of Form OEM 573, such document will be prepared in septuple and distributed in the same manner as prescribed for Form OEM 61.

Transfers of property evidenced by Standard Form 1080 will be supported by Form OEM 61 which will indicate Voucher number of Form 1080 and fact the transfer is on reimbursable basis. Form OEM 61 will be distributed as hereinbefore described.

The General Ledger entries for the transferring project are:

On basis of Form OEM 573 or Voucher Form 1080 prepared by the transferring project.

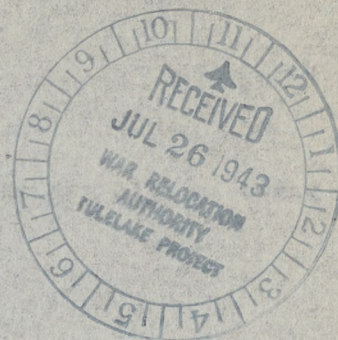
Debit 10

Credit 19 or 33

On basis of accomplished Form OEM 573, or check together with paid voucher, Form 1080.

Debit 02

Credit 10



(Also appropriate entries in Allotment Ledger and budgetary accounts for repayments to Allotment)

Check received on basis of voucher Form 1080 will be cleared through collection accounts)

The receiving project will record on the basis of the accomplished Form OEM 573 or the certified voucher Form 1080;

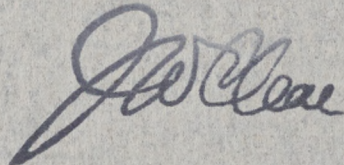
Debit 19, 33, or 40

Credit 02

(Also appropriate Allotment Ledger and budgetary account entries covering the expenditure.

It is important to determine that in all cases the same appropriation is charged and credited.

All documents evidencing transfer of property which are forwarded to Washington should be clearly labeled for the Finance Section.



J. W. Clear
Finance Officer



[Handwritten signature]

TO THE DIRECTOR, WAR RELOCATION AUTHORITY, TULE LAKE PROJECT, TULE LAKE, CALIFORNIA.

FROM THE DIRECTOR, WAR RELOCATION AUTHORITY, TULE LAKE PROJECT, TULE LAKE, CALIFORNIA.

SUBJECT: [Illegible]

DATE: [Illegible]

RE: [Illegible]

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@Viles

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

October 12, 1943

PROJECT SUPPLY INSTRUCTION

1. ADVANCE ESTIMATES

To provide for proper administration at this Center, an adequate supply of operating and maintenance materials is essential. However, under present purchasing procedures, each Division has been ordering their supplies as needed and arranging for storage of the supplies under their immediate control. This procedure has a tendency to accumulate the same items of property in several warehouses resulting very often in an overall excess supply of Project requirements for the period. Also, in cases of emergency needs, our present system does not readily provide for determination of available supplies now in stock. When it was known that such supplies were on hand, difficulties have been experienced in having the division, who may not need the supplies immediately release them for urgencies. In order to make our supply system more flexible and to eliminate certain unsatisfactory conditions, the following procedure is proscribed.

Unit and Section Heads are accountable to their Division Chiefs for proper planning and prosecution of their programs. Definite advance estimates of materials and supplies shall be prepared to cover requirements for ensuing 90 days or longer for specific programs. It is proscribed that each Division Chief shall be responsible for an accurate compilation of Requirement Lists, Form WRA-TL 660, by each Unit and Section Chief under his supervision.

Requirement Lists Form WRA-TL 660 will be prepared in triplicate. Distribution of the copies will be as follows:

1. Original and first copy to the Division Chief. Division Chief, after approval of the lists, will forward them to the Supply Officer.
2. The second copy will be retained by the Unit or Section Head.
3. The Supply Officer, after consolidating all lists, will complete the original and first copy to indicate the quantity approved for purchasing and the first copy will then be returned to the Division Head.

11. Form WRA-TL 660 Requirement List for Equipment, Materials, and Supplies, is self-explanatory. No difficulty should be experienced in preparing the form if the operations of the divisions have been properly planned. It is expected that the Supply Officer will actively assist in having it properly prepared. The justification should be shown in a clear and concise manner as it will be the basis for the reservation of the property in the warehouse for the particular program on which it will be expended.

Requirements must be submitted to the Supply Officer six weeks in advance of the beginning of each quarter. Supplemental programs shall be supplied through the preparation of supplemental Requirement Sheets as soon as new programs are developed.

111. PURCHASE REQUIREMENTS-CONSOLIDATED

The Supply Officer will prepare a work sheet, Purchase Requirements-Consolidated, which will list the estimated requirements from each requisitioner. Items shown on the Requirement Lists shall be listed on separate work sheets by type of commodity such as Medical, Mess, etc., in order that reference to the record cards of the storekeepers in charge of such commodity warehouses may be made to determine quantities in stock and available for future issue. The Supply Officer will prepare the consolidated sheets in rough draft. After he has posted the items and cross-added to the "Total Estimated Quantity Required" column, he

will forward the rough drafts to the Property Officer. The Property Officer will complete the columns referring to inventories on hand, reserves, balances available and previous 90 days issues, and return the sheets to the Supply Officer who will then determine the quantities needed to be purchased. The quantities needed will be posted in the column "Approved for Purchase". The Supply Officer shall indicate on the Consolidation sheet the quantities approved for purchase for each unit or section, the quantities shown in these columns will agree in total with the quantities shown in column "Approved for Purchase". These quantities will serve as the posting media for the completion by the Supply Officer of the Requirement Lists and the first copy of Form WRA-TL 660 is to be returned to the requisitioning chief as herein prescribed. The consolidated sheets will then be typed in triplicate. The original will be forwarded to the Procurement Officer and will serve as the authority for purchase of the items listed. The duplicate copy will be retained by the Supply Officer and the triplicate copy will be forwarded to the storekeeper who will eventually receive and control the property purchased.

The form, Purchase Requirements-Consolidated, provides columns to record action initiated by the purchasing office to secure the items approved for purchase. Date and purchase order or requisition number will be currently recorded by the Procurement Officer. Special attention is called to this feature of the procedure inasmuch as the action taken in securing the requested items will be referred to very often by both the Supply Officer and the Division Chiefs as well as by the Accounting Office. The forms will be numbered consecutively and should be carefully bound and filed.

IV. PURCHASING AND REQUISITIONING PROCEDURE

Procurement policies and procedures are comprehensively covered by Administration Instruction No. 42. However, the advance estimate of 90 days requirements is now a function of the Supply Officer and the Division Chiefs. Upon receipt of the Purchase Requirements-Consolidated form, prepared by the Supply Officer, the Procurement Officer shall attach an activity breakdown to each Purchase Order. The Accounting Office shall encumber these Purchase Orders by Activity.

Field Procurement Offices have been established in the larger marketing centers. Projects should utilize the services of these officers for securing all materials and supplies other than those secured through the Quartermaster Corps. Emergency purchases made locally must be reduced to minimum. Centers should not make large purchases in their immediate vicinity with resulting exhaustion of local supplies and adverse criticism by the local citizens. Also, an appreciable saving to the Government will be effected by referring our requirements to the Field Procurement Officers.

Form QMC No. 400 will continue in effect for the requisitioning of Mess Supplies. OEM-41, Request for Supplies, Equipment or Service, will be used by the center to authorize the Field Procurement Officers to make purchases. The preparation and procedure in the use of these forms will be as shown on the forms. One exception will be that the OEM-41 will be addressed to the Field Procurement Officer instead of to Chief, Service Operations. Particular attention is called to the requirement that cross references should be made on the procurement forms to the consolidated require sheets and vice versa. Office Supplies and Forms shall continue to be requisitioned from Office Services as heretofore.

V. RESERVE MEMORANDUM FOR PROPERTY

Upon receipt in the warehouse of materials and supplies required by Division Sections or Units, the Supply Office shall issue a Reserve Memorandum and the Property Officer shall reserve the items on his stores record cards. The new expendable property cards are now set up to show inventory quantity, quantity reserved, and a balance available for issue.

To assure the proper reserve of property ordered for or requisitioned by

a particular division or unit, Form WRA-TL 661, Reserve Memorandum for Equipment, materials and Supplies, has been provided. The Reserve Memorandum will be prepared in quadruplicate by the Supply Officer. The Supply Officer will check the memorandum with his records and approve the original. The original will be forwarded to the Property Officer as the posting medium to the stores record cards. The duplicate will be forwarded to the activity, the triplicate will be forwarded to Finance and the quadruplicate retained by the Supply Officer. The Reserve Memorandum shall be liquidated with each issue of supplies on the basis of Form WRA 7 prepared by the Division, Section or Unit Head, which shall show the "Reserve" number. If no reserve has previously been established the requisition shall be referred to the Supply Officer. If an unreserved supply is on hand the Supply Officer will prepare a Reserve Memorandum and forward same, together with the WRA 7, to the Property Officer who will direct the storekeeper to issue the supplies through issuing Material Issuance Ticket.

When the Reserve Memorandum is completely liquidated through use or cancellation, the Property Officer shall stamp the document "Liquidated" and shall show the dollar and cent value of cancellation, if any and forward the document to the Finance Officer who shall liquidate the balance if any on his books and shall take the Reserve Memorandum from his active file and place it in a liquidated file.

VI. RESERVE OF FUNDS

On the basis of Purchase Orders the Finance Officer shall obligate funds in the Allotment Ledger by Activities and such amounts shall be shown in the "Obligation Column." On the basis of Reserve Memorandums the Finance Officer shall liquidate obligations in the Allotment Ledgers through recording such amounts in the expenditure columns of the Activity Accounts (not in the control account.) The off-set shall be the "Warehouse Purchasing Account."

If no Purchase Order has previously been issued, the Reserve Memorandum shall be recorded in both the obligation and expenditure column of the Activity accounts and the off-set for both entries shall be the "Warehouse Purchasing Account." (red figures.)

If purchase is made without regard to specific activity requirements then the Purchase obligation shall be recorded against the "Warehouse" Account until such time as a Reserve Memorandum is prepared..

R R Best
R. R. Best
Project Director

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

October 19, 1943

PROJECT PROPERTY CONTROL AND WAREHOUSING PROCEDURE

I. Organization

In order to have adequate control of property, and the related accounting documents, the Property Control Unit will be under the supervision of the Accountable Property Officers. Division Warehouses, General Ledger Account No. 99, will be eliminated except upon specific authority of the Administrative Management Division. All property warehouses will be considered as one unit to be known as the Project Warehouse. Control of all expendable property, and all non-expendable property records, will be under the immediate supervision of the Property Officer. Stock record cards of the Mess, Health and Motor Transport and Maintenance Units will be decentralized to the physical location of operation under the supervision of the Property Officer. There shall be assigned when deemed advisable by the head of Administrative Management activity storehouses to which certain materials will be charged upon receipt and will be disbursed by the activity as needed, such as office supplies, school supplies, etc.

II. Property Accountability

All government property, including supplies, materials, hand tools and equipment, must be accounted for. The accountable unit for all property is the Cost Accounting and Property Control Unit, and the Property Officer shall be a bonded employee. Property, for the purpose of accountability, will be divided into two classes. They are:

- A. Non-expendable property (Equipment)
- B. Expendable property (Stores)

The accountability for non-expendable property will always remain in the control of the Property Officer. Such property will be issued to the various divisions on OEM-61, Transfer of Property (see Section 7-4). The Division Chief shall be accountable to the Property Officer for all equipment issued to the Division. The other classes of Property will be issued by the warehouses through the use of Material Issuance Ticket. (see Section 5-4).

III. Property Control Records

A. Non-expendable Property

1. Form WRA-9, Non-expendable Property Control Sheet, shall be maintained on all non-expendable property. These cards shall be filed alphabetically by type of equipment. Non-expendable property shall consist of all equipment of a durable nature that is complete in itself and does not change in form by use. Non-expendable property shall only include equipment which under normal usage has a longevity of at least one year and a value of approximately \$5.00. Property Control Cards for non-expendable property shall show complete descriptions with adequate identification, such as serial numbers, motor numbers, etc. and location of property.

All non-expendable property shall be further identified by the use of a WRA serial number for each item. Decaltransfers or a stencil are to be used for this purpose. A physical inventory shall be taken and one or two additional men will be assigned to the inventory checking crew. As the crew proceeds with the listing of equipment on Form WRA-108, these extra men will affix a prenumbered decal sticker or stencil to each piece of equipment. The serial number will be called to the inventory recorder, who will list the serial number on the inventory sheet. The serial numbers listed will be transcribed to the non-expendable equipment cards. It is very important that the serial numbers be shown on any document that supports the movement or transfer of this type of property. It is to be understood, of course, that this numbering system will not eliminate the recording on the cards of manufacturers' numbers such as serial numbers of motors, typewriters, etc. In the case of purchase of new or additional equipment, the WRA serial number will be affixed and recorded immediately upon receipt of the property and will be shown on all papers reflecting the movement of such non-expendable property.

2. In order that the Washington Office may maintain central control records for certain types of equipment, it is required that Form WRA-110 be prepared in triplicate for non-expendable equipment of the following types, and the original and duplicate forwarded to the Washington Finance Officer:
 - (a) Farm Equipment (except hand tools)
 - (b) Construction and Public Works equipment (except hand tools)
 - (c) Automotive equipment (passenger cars and trucks)
 - (d) Automotive repair equipment (except hand tools)
 - (e) Other forms of shop equipment, such as shoe repair, wood working, sewing, metal working, etc.
 - (f) Hospital equipment (except small instruments)

- (g) Office devices and machines (not furniture and not small devices such as staplers, rubber stamps, pens, scissors, etc.)
- (h) Fire-fighting equipment.
- (i) Mess and quarters equipment (not furniture or cooking utensils) such as refrigerators, space heaters, electric and gas ranges,

- 3. In reporting the above types of non-expendable property to the Washington office, sufficient description should be given in order that type, model, utility, value, etc. will be readily identified. Form WRA-110 should be prepared immediately upon recording of such equipment on Form WRA-9.

IV. Receipt of Property in Project

All property entering the project must clear through the warehouse receiving office which shall dispatch the shipments to the proper warehouse for checking and tallying by the storekeeper handling the particular class of property involved. The types and preparation of tally-ins will be in accordance with the following paragraphs.

1. Property Received from an Army Supply Depot by Shipment from Stock.

Property received from an Army Supply Depot will be forwarded on a QMC shipping ticket. Three copies of the shipping ticket will be received. The original shall be signed by the bonded accountable officer and forwarded to the shipping depot. One copy shall be retained by the Property Control Unit and the other receipted and forwarded through the Procurement Section to the Finance Section. In the event the shipping depot requires additional copies of the shipping tickets, specific arrangements shall be made with the depots.

2. Property Received Through Direct Purchase by an Army Depot

When property is purchased by an Army Depot for a project, two copies of the covering purchase order will be received from the Army and forwarded to the Procurement Officer. The Procurement Officer will prepare sufficient copies to cover normal inter-office distribution and will assign the next project number thereto. The Property Control Unit will prepare pre-typed tally in the same manner as outlined in the subsequent paragraph.

3. Direct Purchases by WRA

Two copies of the Purchase Order (VI and VII), Form OEM-42 will be furnished to the Property Control Unit. Upon receipt of these two copies of the Purchase Order, the Property Control Unit will immediately prepare Form TL-656, Tally Sheet-Incoming, in quadruplicate. The form will show all information in exactly the same manner as it appears on the

covering purchase order except that the "Quantity" column and the "Amount" column will not be filled in; however, the "Unit" and "Unit Price" columns will be filled in as on the purchase order. The original pre-typed tally and the carbon copies will be immediately forwarded to the storekeeper. Copy VII of the Purchase Order will be retained by the Property Officer, who will post the expendable items appearing on the Purchase Order to the "Ordered" column of the Stores Record Cards (Form No. 653) and will then place Copy VII of the Purchase Order in a "Pending Delivery" file by order number. The storekeeper shall place the pre-typed tally sheets in a separate file by Vendor. Upon receipt of the supplies the storekeeper will pull the tally sheets and will check the shipment and complete the tally sheets as to "Quantities" and will extend the "Amount" column.

The storekeeper will sign the original of the Tally Sheet-Incoming and will transmit the original and duplicate to the Property Officer. The Property Officer will certify the original and transmit it to the Accounts Unit. This original, completed and certified, then becomes the authority for settlement. If the shipment is complete, the tally shall so indicate. The Property officer will use the duplicate copy as a posting document to his property cards. The quadruplicate copy, when completed, shall be transmitted to the Supply Officer.

4. Partial Shipments

Upon receipt of partial deliveries, the storekeeper will record the items received on all copies of the Tally Sheet-Incoming and will stamp "Partial Shipment #___" on all copies. He will then forward the original and duplicate copy to the Property Control Unit and retain his triplicate copy. The Property Officer will certify the receipt of items on the original copy and transmit it through the Procurement Unit to the Budget and Accounts Unit. The Property Officer, using the duplicate of his Tally Sheet-Incoming will record the items and quantities received on a recap form of the covering Purchase Order. He will then prepare, in triplicate, a new Tally Sheet-Incoming to cover the undelivered items. The use and disposition of the copies of the Tally Sheet-Incoming will be in the same manner as outlined above. Unless the information is already available the Procurement Officer will immediately contact the vendor to determine shipping date.

NOTICE: Receiving Reports shall be in possession of the Accounts unit within 24 hours after receipt of merchandise.

5. Property Produced on the Project

Property produced on a project shall be received by the Property Control Unit in triplicate on Form WRA-189. After receipt of the related Tally-in from the warehouseman a copy of Form WRA-189 shall be forwarded to the Cost Accounting Unit. The items shall be entered on the Property Control cards and the Form WRA-189 and Tally-in filed together. Sales off the project will be recorded on Form 189a., in accordance with Page D-18 of the Finance Handbook.

6. Service Requisitions

Purchase Orders issued on the basis of requisitions for service shall be distributed in the same manner as other Purchase Orders except that the "receiving copy" shall immediately be given to the requisitioner. Upon completion of the ordered service this copy shall be forwarded to the Procurement Officer and then to the Accounts Unit.

V. Requisitioning and Issuing Equipment, Materials and Supplies from the Warehouses

- A. When equipment, materials, or supplies are required by a unit, section or division head, he will prepare in duplicate a Requisition for Materials or Supplies, Form WRA-7. The requisitioning activity will retain the copy and will forward the original to the Property Officer. The Property Officer will refer to his stock card records and will prepare a Form OEM-61 for Transfer of Equipment, or Material; Issuance Ticket, Form TL-664, for supplies and materials, listing the items available for issue and will price and extend the items. The Issuance Ticket shall be prepared in quadruplicate and signed by the Property Officer and the individual receiving the material. The property cards shall be posted immediately from the Requisitioner's copy forwarded to the office receiving the merchandise. The remain copies are to be distributed as follows: Duplicate to the Division Cost Accountant of the activity concerned. Quadruplicate to be forwarded daily to the Cost Accounting Unit.

B. Partial Deliveries

If only a portion of the requested items can be issued from stock the Property Officer will issue the quantity that is available. Each issue shall be considered a separate and complete transaction. When the requested items are not already on order it shall be the responsibility of the requisitioning activity to request the materials through the Supply Officer in accordance with procedure.

VI. Inventory

A. Daily Inventory Balance

The Property Control Office will prepare daily Form WRA-111 to cover all property. The statement will be prepared in duplicate, with the pages numbered in sequence for each day's business. The totals and closing balance will be shown on the last page covering the day's business. The original of the statement will be forwarded to the Accounts Unit not later than the close of business of the following day, supported by quadruplicate copy of the Issuance Tickets.

B. Monthly Book Inventory

At least once each month the total of the property cards must be balanced with the total reflected on Form WRA-111. As Material Issuance Tickets are received by the Division Cost Clerk, he will prepare a cost distribution sheet showing the document reference, the total value of the issue, and the distribution by activities. A standard columnar pad shall be used for this purpose. The distribution sheet shall be forwarded to the Cost Accounting Unit not later than the close of business of the following day.

C. Physical Inventory

A perpetual inventory crew headed by a storekeeper shall check the physical inventory to the property cards at least once each six week.s. At least once each quarter a complete physical inventory shall be prepared.

VII. Transfers

- A. When any type of property is transferred from one section to another or returned to the Project Warehouse, the transfer will be accomplished on Form OEM-61, Transfer of Property. It is the responsibility of the section releasing custody to prepare the transfer. The transfer shall be prepared as follows:

The form will be prepared in original and three copies. Before the transfer is made the original and all copies shall be sent to the Property Officer for pricing and approval of the transfer.

The Property Officer will retain the last copy in a pending file.

The original and two copies will be returned to the initiating section and the transfer can be completed.

The signature of the receiving party will be obtained on the original and returned to the Property Officer who will then release the third copy to the Cost Unit. The receiving section and the releasing section will each keep one copy.

Absolutely no transfers of property shall be made between sections without the prior approval of the Property Officer.

VIII. Evacuees' Household Effects.

Upon receipt of household effects of evacuees at the Project Warehouse, they should be sorted by owners and assigned spaces or lot numbers. This lot number will be reported on the tally-in sheet, Form QMC-489, which will be prepared by the warehouseman in the same manner and routed in the same manner as tally-in sheets for any other material, with the exception that the copy ordinarily sent to the Supply Officer shall be forwarded to the Evacuee Property Officer. Tally-in sheets will designate the name and case number of the evacuees. The Property Control Unit will set up a folder with the name and case number of each individual or family who has property stored in the evacuees' warehouse. When an evacuee wishes to withdraw articles stored, he will present his request to his Block Manager, who will have prepared an original and three copies of Tally-Out Sheet, QMC-490. The Block Manager will present the original and three copies of the form to the Evacuee Property Officer. The original and two copies will be sent to the Property Control Unit where it will be filed in the evacuee's folder. One copy will be retained by the warehouseman.

IX. Surplus Property

When the Project Property Officer determines that property, equipment or material is surplus to the needs of a project, he shall call the Board of Survey in meeting and if the board agrees then the Property Officer shall prepare a Form WPA-107 in duplicate and forward the original to the Finance Officer in Washington, D. C. No property, equipment material or supplies shall be sold, transferred, or loaned to another project or Government agency without approval of the Washington office.

X. Board of Survey

The Project Director shall appoint and be responsible for the actions of a Board of Survey to consist of three disinterested, appointive personnel. (The Project Property Officer shall not serve on the Board.) The Project Director shall also appoint three alternates to serve in the absence of regular Board members. The Board of Survey shall meet at the request of the Property Officer, within a reasonable length of time after such request is made, to recommend the disposition of damaged or unserviceable property and to fix responsibility for lost or stolen property.

XI. Lost, Stolen, Damaged or Unserviceable Property

- A. When it has been determined by the Project Property Officer that equipment or materials are lost, stolen or unserviceable he shall prepare Form WRA-171 in triplicate and call a meeting of the Board of Survey. The Board of Survey will physically examine and recommend disposition of the property listed on Form WRA-171 in the case of unserviceable properties and will fix responsibility in the case of lost, stolen or damaged properties. Form WRA-171 shall be distributed as prescribed in paragraph 2 below.

1. Lost, Stolen or Damaged Property

When property is lost, stolen or damaged, the Board of Survey shall act as a fact-finding committee, shall prepare a statement of circumstances, shall fix responsibility and shall recommend the disposition of the case. If the Board of Survey determines that the responsible person is guilty of negligence, it shall recommend that the Government be reimbursed in an amount sufficient to repair or replace the property or that other disciplinary action be taken. The recommendations of the Board shall be presented to the Project Director who shall first determine whether the recipient desires to appeal his case and shall then make final determination as to the disposition of the case. If it is determined that remuneration is due the Government, the Budget and Finance Office should be so advised in the form of a memorandum from the Project Director. Before a worker is required to compensate the Government, it shall be determined beyond reasonable doubt that the loss or damage to the property is directly attributed to negligence or willful action.

2. Unserviceable Property

The Board of Survey shall recommend to the Project Property Officer the action to be taken in the disposition of unserviceable properties.

- a) If the Board of Survey recommends that the property be dismantled and the parts used to repair other equipment, the Property Officer shall request the Operations Division to perform the necessary work. Upon completion of the work the Property Officer shall complete Form WRA-171 to evidence the disposition of the original property and shall concurrently prepare a production report showing the reclaimed items.

Form WRA-171 will be prepared in triplicate, the original being retained in the Property Control Unit and posted to the property record cards. The first copy shall be forwarded to the Budget and Finance Officer, Washington, D.C. A Production Report, Form WRA-164, shall evidence the receipt of the newly created items into the Project Warehouse.

- b) If the Property is to be destroyed, the Project Property Officer must supervise its destruction. However, one member of the Board of Survey must be present and witness its destruction and certify in the proper space on Form WRA-171. In the destruction of properties the Project Property Officer must bear in mind that salvageable materials resulting from the dismantling or destruction of such properties must be conserved and disposed of in the manner hereinafter prescribed for salvaged materials.
- c) If the Board of Survey recommends that the property is worn-out or obsolete, or has no further use, the Property Officer will report such property to the Washington Office on Form WRA-107. The Washington Office will make declaration of such property to the Procurement Division, Treasury Department, Washington, D.C. The Project Property Officer will then be advised by the Washington Office of the disposition to be made of such properties.

XII. Salvage

In order to conform to Government's policy, it will be the duty and responsibility of all persons within a project to save such salvage materials as tin cans, scrap metal, worn-out rubber articles, etc. and deposit same in spaces provided on the project for such salvage materials. The Procurement Division, Treasury Department, has Procurement Officers in each State and such Procurement Officers will co-operate with the Project Property Officer in disposing of the salvaged material. When salvage materials reach a sufficient quantity, the Project Property Officer will contact the Regional Procurement Officer who will make all arrangements for the removal and disposition of the salvage materials. The name and address of the Treasury Regional Procurement Officer for the Tule Lake Center is as follows:

John W. Knox
Regional Procurement Officer
United States Treasury Department
49 - 4th Street
San Francisco, California

XIII. Conservation of Property, Materials and Supplies

It cannot be too strongly urged that every War Relocation Authority employee and custodian of property, materials or supplies, realize that conservation and careful administration of public property are of the utmost importance. The present emergency and the fact that we have an immediate responsibility to perform will not be acceptable as an excuse for unnecessary abuse of Government property. War Relocation Authority employees are directly or indirectly accountable for property entrusted to them, irrespective of class, source or manner of acquisition. It shall be the duty of the Project Director and his staff to emphasize at regular intervals the importance of conservation.

R. R. Best

R. R. Best
Project Director

Reverse of STORES RECORD CARD

When unit price varies from
immediate preceding unit price,
open new purchase lot number.

[illegible]

WRA-TL. 653

STORES RECORD CARD

Unit

Item

Description

Max.

Wkse No.

Min.

[illegible]

Date _____ No. _____

Reserve No.

Cost Acct.

Job Order.

MATERIAL ISSUANCE TICKET

To: Storekeeper, Warehouse No. _____

Deliver the following items to: _____

Return the signed original copy to the Property Officer.

Property Officer

Item No.	Item Description	Unit	Quant.	Unit Price	Amount

I certify that the above items were received.

Trip. → for Requisitioner

Name and Title

UNITED STATES
DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY

Washington

November 3, 1944

To: All Project Directors, Field Offices
Relocation Offices and Property Offices

Reference is made to directive dated December 22, 1943, SPX-451 (20 Dec. 43) paragraph 4B, which states that "United States registration numbers and other distinguishing War Department markings on the vehicles will be completely obliterated by paint of any other color except olive drab before delivery to the War Relocation Authority."

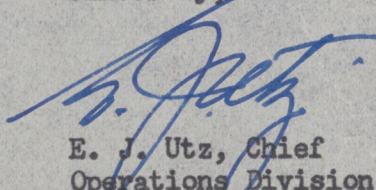
In some instances, vehicles transferred from the army have carried a United States Army license or registration tag. Instructions have previously been given to the centers that such tags were to be removed, boxed up and held until further instructions for disposal.

Recently, all projects and field offices have received the U. S. shield-type metal license tag for all automobiles owned by the War Relocation Authority. Any U. S. Army tags previously carried on the vehicles should be disposed of as follows:

Box or crate the tags securely for shipment, make out a shipping ticket, or WRA transfer form listing the license numbers, and forward to the Ordnance Officer, Headquarters of the Service Command from which the vehicles were drawn. The tags may be shipped by common carrier subject to WRA shipping procedure. A covering letter should accompany the shipping document explaining how the army tags came into possession and that they are being returned to prevent possibility of private use.

Procedures have been issued covering the disposition of the OEM tags previously used on other WRA cars.

Sincerely,


E. J. Utz, Chief
Operations Division

41541

9781 9171

WAR RELOCATION AUTHORITY

OFFICE MEMORANDUM

TO: ~~Mr. R. R. Best~~
Mail and Files

DATE: 2/7/45

FROM: C. A. Failing

SUBJECT: Government tags.

All U. S. shielded metal tags, U. S. Army tags and
E.O. licenses have been turned over to Property Control
and Warehouse for shipment.

C. A. Failing
C. A. Failing.

Motor Transport

Tule Lake Center
Newell, California

April 20, 1945

Memorandum to: Raymond B. Hayward
From: Harry L. Black
Subject: Salvage of crates, boxes and sacks.

Attached hereto is report of Mr. Ralph Butterfield on the number of perishable food containers, including boxes, crates and bags covering the month of March and the period of April 1st to 14th.

You recall that at the time of Mr. Utz' visit to the project we had a conference in which plans were developed for the salvage of these containers for the use of the farm during the coming season.

It is obvious from Mr. Butterfield's report that the program is not being carried out satisfactorily. It might be assumed that the containers issued by the colony mess halls would be absolutely the same as the number received on the project, yet of the total of 5,669 apple boxes and original crates only 252 were salvaged for the farm use during the month of March and only 76 during the first half of April. Of 7,362 vegetable crates only 2,980 were salvaged during March and only 675 during the first half of April. Of 1,303 fish boxes only 62 were salvaged in March and none in April. Of 8,300 burlap bags none have been salvaged in either period.

It is mandatory that this salvage program be carried out and it is the responsibility of Mess Operations to bring back the containers from the colony mess halls and turn them over either to the farm or to the warehouse.

On Monday, April 30, I should like to have a report from your office giving definite figures covering the week of April 23-28 inclusive, of containers delivered to the mess halls and containers salvaged from the mess halls, and delivered either to Mr. Jarrett or Mr. Smith. If your report covering this week is not satisfactory than I shall have to prescribe that perishable foods may be delivered to the colony mess halls only on a containers exchange basis.

I recognize that this procedure would entail a considerable amount of extra labor and time and I hope that it may be avoided by putting into practice a satisfactory salvage program.

Re: "Container File"

Harry L. Black
Assistant Project Director

Attachment
HLS:VB

cc: Jarrett, Best, Smith, Butterfield

UNITED STATES
DEPARTMENT OF INTERIOR

TULE LAKE CENTER
NEWELL, CALIFORNIA

SUPPLY

MAY 30 1945

Dillon S. Myer
Director
Barr Building
Washington 25, D. C.

Attention: Malcolm E. Pitts
Assistant Director

Dear Mr. Myer:

Receipt is acknowledged of your letter of May 17 with enclosures from the War Food Administration, referring to the possibility of the Tule Lake Center having some surplus agricultural implements, particularly tractors. There is enclosed a copy of a letter from Mr. W. T. Jarrett, Chief of Agriculture at Tule Lake, which pretty well sets forth the situation here. The records reveal that at no time has Tule Lake had "between two and three hundred Ford Agricultural tractors" or any other kind, all together.

As you know, it is true that our farm operations are not and cannot be performed in the same manner as would be done by an American white farmer. Most of our farmers get by with as little equipment as possible. During the planting, cultivating, and harvesting seasons they usually work from early morning until late at night, and some modern farmers are even putting headlights on their tractors and working at night. We, of course, have restricted hours of work for the evacuees and in order to accomplish the necessary amount of work in a day, we must have sufficient equipment to supply a larger group of men. This, therefore, requires much more equipment than would normally appear necessary for a farm of this size, but none of the equipment on hand now is surplus to our needs, as indicated in Mr. Jarrett's letter.

In addition to the list of items which have been transferred from this center in the past, we have declared to the Treasury Department as surplus the following items:

Re: "Equipment File"

Dillon S. Myer-2

- 1 Manure Spreader W/4-ply "Firestone Power Implement"
Pre-war tires, size 5.50 x 16. Model 100 2-wheel
tractor hitch. Mfg. by International Harvester Co.
WRA Property #8095.
- 1 Manure Spreader W/4-ply "Firestone Power Implement"
Pre-war tires, size 5.50 x 16. Model 100-2-wheel
tractor hitch. Mfg. by International Harvester Co.
WRA Property #8096.
- 1 Soil Pulverizer or Cultipacker, 100-ft. Tandem 18"
Soil Roller heavy duty W/connecting Bars and tractor
hitch. Mfg. by Dyrr. WRA Property #8500.
- 1 Rake, Sweep. McCormick-Deering fits Model H, Farmall
tractor, 1 tooth missing. Has never been assembled.
WRA Property #8826. @ \$110.00.
- 1 Plow, 1 bottom, 2-way, Model H-86 direct hitch slat
mold board. Used very little. WRA Property #8825.

You may be assured that we are conscious of the need of
equipment by the farmers throughout the country, and if at any
time we find equipment which is excess to our needs, it will be
declared surplus at once.

Very truly yours,

R. R. Best
Project Director

Enclosure

RWButterfield:nr

5/30/45

cc: chron subj desk

W. Jarrett ✓

Geo. Smith

UNITED STATES
DEPARTMENT OF INTERIOR

TULE LAKE CENTER
NEWELL, CALIFORNIA

SUPPLY

Mr. Dillon S. Myer
Director
Barr Building
Washington 25, D. C.

JUL 25 1945

Attention: E. J. Utz
Chief of Operations

Dear Mr. Myer:

Reference is made to your letter of May 3, 1945, relative to the determination of a reasonable price to be paid for feeder hogs for the hog farm at this center.

Contact was made with the Quartermaster Depot in San Francisco, through whom our other meat supplies are obtained, and we were advised that since they were unable to obtain sufficient quantities of fresh pork on the market, they could not give us any definite prices. They did, however, state that at the moment the Chicago market was 19½ cents for half carcasses, head on, with a differential of 2½ cents for the coast, which would mean a total of 22 cents. However, in June, we attempted to purchase hogs at the Shasta County Farm Bureau sale at Redding, California, our best source of supply, and found that prices were ranging from 24 to 27 cents. A hog feeder operating an establishment at Tacoma, Washington on contract garbage, was paying the 27 cent price and said he was buying them "cheap". We managed to obtain 79 head at this sale, but they did not represent the "cream of the crop" by any means. Our representatives attended the sale again this month, limited to a price of 23 cents to be paid, but the San Francisco Hog Company representative took the bulk of the choice feeders at from 25½ cents to 28 cents. We were able to buy only 52 hogs, part of which were 130 pounders and part second grade stock of lower weight average.

Theoretically, the ceiling price of pork carcasses today, plus the cost of increasing the weight of a feeder hog from 100 pounds to 250 pounds or more, might appear as being profitable. However, the Department of Agriculture has published and broadcast the fact that the hog market in the fall will be shorter than usual, which no doubt accounts for the very strong feeder market at this time.

Mr. Dillon S. Myer - 2

The opportunity for procuring hogs from local farmers is very limited, so that our situation here is becoming acute. At present, we are slaughtering from 70 to 75 head a week, and in order to maintain this schedule we should purchase between 300 and 350 feeder hogs a month. Our present livestock inventory is as follows:

420 head from 225 to 280 pounds - six weeks slaughtering
300 head averaging 180 pounds
300 head averaging 110 pounds

We have purchased a few fat hogs at ceiling prices or below, which was done both to fill out a truckload and at the same time fill in a gap for slaughtering where our feeder hogs were not ready.

The situation now resolves itself into the question as to whether we shall pay market prices for good feeder pigs of the proper size and quality and keep the hog farm properly stocked to carry on the program as planned, or whether we feed out what we have on hand, and possibly picking up a few odds and ends of feeders here and there, until we are completely out of stock, and consequently out of the hog business. We still have our garbage supply, several hundred thousand pounds of grain on hand, an investment in pens, buildings and equipment, and the slaughter house, which must be considered.

It seems reasonable that if hog companies, who are engaged in the business for profit and whose cost of feeding cannot be cheaper or even as cheap as ours, can pay the present market prices, surely we should be able to do likewise. It is also reasonable to believe that the stiff market at present indicates that the prices for fresh pork carcasses four or five months hence will be much higher than at present.

We feel that our hog enterprise is as economical an activity of its kind as you will ordinarily find anywhere, and that every pound of pork produced here is a contribution to the general food supply of the country and that its continued operation is vital to the project, but we also realize that in order to conduct its operation in a business like manner and in a strong competitive market, we must be guided by the general market prices of feeder pigs and not by present indefinite prices of fresh pork carcasses. Unless we are instructed otherwise, we will have to be guided by this principle.

Very truly yours,

R. R. Best
Project Director

RWButterfield:nr
7/25/45
cc: chron subj desk
Jarrett