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WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

October 5, 1942

MEMORANDUM TO: All Staff Members

On October 1, this office took over all fiscal matters which were formerly handled through the Regional Office. This includes the preparation of payrolls and keeping of leave records.

For the benefit of everyone, and to insure prompt payment of salaries, it is requested that all contemplated annual leave or leave without pay be immediately reported to the Personnel Section, using Form OEM-8, Application for Leave. These forms may be secured from the Personnel Section.

All sick leave should be reported not later than two days after return to duty.

Taking leave without complying to these regulations will result in delay of your salary check.

Your cooperation will be appreciated.

F. L. Conner
F. L. Conner, Chief
Administrative Division

WAR RELOCATION AUTHORITY
TULE LAKE PROJECT

OFFICE MEMORANDUM

TO: All Division and Section Heads
FROM: F. L. Conner, Chief of Administrative Division
SUBJECT: Issuing of Identification Badges for Enlistees

Date: February 15, 1945

There are blank copies of WRA-TL-505 upon which you are requested to list the names by activity and family numbers of all workers who are now employed. This form should be prepared in duplicate and submitted to Mr. Frank D. Fagan at the Placement Office. Mr. Fagan will fill in the badge number and prepare the badges for distribution after which the list and the badges will be returned to you for distribution to the workers at which time the worker's signature will be secured in the space provided. The original of the list will then be returned to the Placement Office for their files.

A meeting was held on February 12 at the Placement Office at which time all Timekeepers were instructed regarding the details of the issue and return of badges.

F. L. Conner
F. L. Conner
Chief of Administrative Division

WAR RELOCATION AUTHORITY
Tule Lake Project
Nowell, California

DATE: April 13, 1943

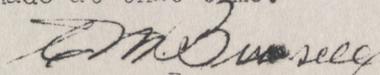
MEMORANDUM TO: All Appointed Personnel

FROM: C. M. Busselle, Acting Chief of Administrative Division

SUBJECT: Long Distance Personal Telephone Calls

A system has been devised which will permit the use of our office facilities for the placing of long distance personal telephone calls. In every case, the person making the call will advise the operator that it is a personal call, and she will obtain the charges from the Tulelake operator. These charges will be billed as personal calls at the end of each month at which time settlement will be made with the telephone company.

Immediately after the use of the telephone for personal long distance messages, the amount of the call and tax should be obtained from the operator and payment by the individual should be made at that time.



C. M. Busselle
Acting Chief of Administrative Division

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

DATE: April 14, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads
SUBJECT: Quarterly Inventory

In accordance with the administrative instructions, an inventory of this Project will be taken as of April 30.

This action, in addition to being a routine quarterly function, is most necessary at this time to permit the installation of a revised cost accounting system as well as to govern the property control records. The inventory will act as a control of the property records and will determine to what extent adjustments, survey, etc. must be made; therefore, it is requested that a very accurate inventory be processed at this time.

C. M. Russelle
C. M. Russelle
Acting Chief of Administrative Division

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

DATE: April 14, 1943

MEMORANDUM TO: All Administrative Chiefs and Section Heads

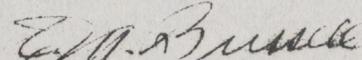
SUBJECT: Property Control

The instructions governing the control of property on this Project direct that all acquisitions of materials, supplies, and equipment be cleared through Property Control to permit the proper recording in our property accounts. When the materials and supplies or equipment are issued to a division or activity, an issue slip is prepared determining the disposition and use of the items involved. This issue slip when properly signed is the medium for relieving the Accountable Property Officer for his issues.

In this connection, since the opening of the Project up to the present date, there have been many cases where purchases have been made and the items picked up by WRA representatives without clearing the acquisition through Property Control. This procedure delays payment to the vendor in that the Accountable Property Officer may not accomplish receiving reports until such time as he has determined the destination of the items in question.

It is requested that no further pick-ups be made by individuals unless there is an existing emergency, and in these emergency cases it is also requested that the Property Control Section be notified immediately so that the normal procedure will not be obstructed.

Purchase pick-ups which are not cleared through Property Control, in which event payment to vendors may not be made by the WRA, may result in a billing to the individual who is responsible for disregard of procedure.


C. M. Busselle

Chief of Administrative Division

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

April 29, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Surplus Property

The Washington Office has requested that an extensive and accurate survey be made of all our property for the purpose of declaring as surplus property any stocks beyond a three-months requirement. This is in accordance with Sections 11, 12, and 13 of Administrative Instruction 70.

There will be certain items, the supply of which is in excess of a thirty-day requirement, which we may not wish to declare the entire excess as surplus. However, in all cases of this kind, there should be a special justification for maintaining this larger stock. We have been instructed to mark and tag all property retained in the warehouses beyond June 1, 1943 indicating the purpose for which it is being held in storage. The inventory as of June 30 should be of assistance in determining surplus stocks.

This Project will be inspected during the month of June by Washington officials to determine that we have complied with their instructions.

C. M. Busselle
Acting Chief of Administrative Division

Mess Hall charges

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

May 14, 1943

MEMORANDUM TO: All Personnel

FROM: C. M. Busselle, Chief of Administrative Division

SUBJECT: Mess Hall Payroll Deductions

In accordance with the revised Administrative Instruction received from Washington effective May 1, 1943, it is mandatory that all meals served to project personnel, their families or guests be paid for by a deduction from their payroll. The cashier of the Administrative mess hall has been instructed not to take payment in cash from any employee. In some cases of employees leaving the project through termination or leave without pay, payroll deductions cannot be made for meals but in these cases the employees will receive an official billing which will be paid to the Fiscal Section and not to the mess hall cashier.

It is, also, necessary to make it clear that children's meals will be charged to the husband if the husband is on the staff payroll. If the husband is not on the staff payroll and a member of the family unit is, the children's meals will be charged to that member of the family unit and paid for by deduction from the pay check. Likewise any members of the family unit other than children not on the payroll will be charged to the member of the family on the payroll. The revised instruction, also, definitely states that only children under eight years of age will be served meals at half price.

C. M. Busselle

C. M. Busselle
Chief of Administrative Division

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

May 18, 1943

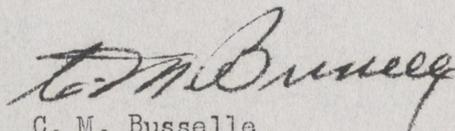
MEMORANDUM TO:

FROM: Administrative Division

SUBJECT: War Ration Books

In accordance with Section 17.1 of general ration order No. 5 applicable to WRA centers, a person who lives in a group institutional user establishment for seven consecutive days or more and who takes eight or more meals a week there must turn over all his war ration books containing stamps designated for acquisition of any rationed food to the institutional user who operates the establishment. If he makes arrangements in advance to live there for seven consecutive days or more and to take eight or more meals a week, he must turn over the books before the week begins; otherwise, he must turn them over as soon as he has lived there for seven consecutive days and has eaten during that period eight or more meals. A war ration book shall be returned temporarily for use in acquiring any ration produce other than food or for obtaining another war ration book. War Books with stamps detached, as required to cover meals taken under the above conditions, will be returned to him after a person leaves the establishment or stops taking eight or more meals a week.

In accordance with the above instructions, you are herewith required to surrender your war ration books covering food immediately to Mr. DeWhitt, Fiscal Accountant.



C. M. Busselle
Acting Chief of Administrative Division

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

May 26, 1943

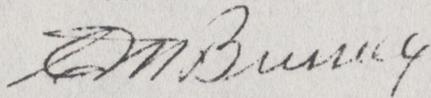
MEMORANDUM TO: All Appointed Personnel

SUBJECT: Annual Leave

As a result of the recent request that employees indicate their preference as to the time and duration of vacations, there were approximately six requests presented to the Personnel Section.

In order that each division may plan the necessary attendance of the appointed personnel, it is again requested that you submit to your division chief, your request for vacations. If this is not done, no further consideration may be given individual requests, if the period involved in the subsequent requests conflicts with division programs.

Your statement of preference for vacations for the balance of the calendar year should be submitted immediately.



C. M. Busselle
Chief, Administrative Division

June 1, 1943

MEMORANDUM TO: All appointed Personnel

FROM: Mr. C. M. Busselle, Chief, Administrative Division

SUBJECT: Bond Subscriptions.

To avoid compulsory deductions to the extent of 10% of salaries, the Secretary of the Treasury requested that all Government employees invest voluntarily in bonds to that extent. This was in effect, a test of cooperation and loyalty. Many Government activities have exceeded this 10% amount, but a survey of the Tule Lake Project situation develops a pathetic inadequacy.

On May 22, an additional appeal was made by the Secretary of the Treasury for compliance with the 10% requests, with the statement that the Government could not operate its war program on any smaller percentage of participation. This appears to be the "handwriting on the wall," in that if the 10% voluntary subscription is not reached in the near future, the Government will impose a mandatory 10% deduction.

The majority of the employees at this project are receiving salaries far in excess of those they received prior to their association here, and it would appear that the Government in establishing a higher rate of remuneration for this activity, has every right to expect at least a 10% investment in Government Bonds.

A list has been prepared of persons at this project who are not purchasing bonds through our office channels, or who are not purchasing to the extent of 10% of their salary. This is an appeal to all employees who are below the 10% quota, to increase their subscriptions to meet their quota. In fairness to those who are subscribing 10% or more, personal interviews will be instituted after a reasonable time has elapsed to allow the proper participation. It is hoped that personal interviews may be held to a minimum by a voluntary step up in subscriptions.

Rationing

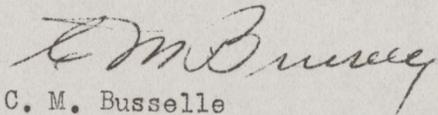
WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

June 13, 1943

MEMORANDUM TO: All Appointed Personnel
SUBJECT: Application for War Ration Book

The attached application for War Ration Book must be completed and in San Francisco by June 10. You are cautioned to fill in all applicable spaces on the face of this form and properly sign it. Tear off the stub and mail the application without folding. One application blank is sufficient for all members of your household.

Unless your application is in San Francisco by June 10 properly prepared, you will not have an opportunity to submit a corrected application until after August 1.



C. M. Busselle
Chief of Administrative Division

Attachment

STUB

UNITED STATES OF AMERICA
OFFICE OF PRICE ADMINISTRATION

STUB

WAR RATION BOOK No. 3 IDENTIFICATION STUB

AFTER COMPLETING THIS APPLICATION, TEAR OFF THIS STUB AND BE SURE
TO KEEP IT UNTIL YOU GET YOUR WAR RATION BOOK NO. 3

252139 ED

Tear Off Here

Tear Off Here

Form No. R-129

Form Approved. Budget Bureau No. 08-R417

United States of America—Office of Price Administration
APPLICATION FOR WAR RATION BOOK NO. 3

One application must be made for each group of persons who are related by blood, marriage, or adoption and who regularly live at the same address. Persons temporarily away from home (for a period of 60 days or less), such as students, travelers, hospital patients, etc., must be included in the family application. Persons living at the same address BUT NOT RELATED by blood, marriage, or adoption must file SEPARATE applications. If additional applications are needed, you can get them at your post office.

A person may be included in only one application for War Ration Book No. 3.

The following may *not* apply or be included in any application for War Ration Book No. 3: Persons in the armed services, whether or not eating in organized messes, including Army, Navy, Marines, Coast Guard, and all Women's Auxiliaries; and inmates of institutions of involuntary confinement such as prisons and insane asylums.

Print below full name and complete mailing address of the person to whom books are to be mailed. Books will be delivered by July 21, 1943, to address given below. Books will NOT be forwarded. If you are not reasonably sure of address between June 15 and July 21, 1943, do not submit application. Such applications will be accepted later.

Print in Ink or Type

Name -----

Mailing address -----
(Number) (Street, R. F. D., or General Delivery)

City or post office and State -----

252139 ED

This application must be mailed between June 1 and June 10, 1943. After June 10th, applications will not be accepted before August 1. Affix postage before mailing.

Print in the spaces provided below the name of the head of the family, the county in which persons included in this application live, and their complete mailing address. If you are not a member of a family group, print your own name and address.

Print in ink or type Do Not Fold or Tear Off

-----	-----	-----	-----
(Last name of head of family)	(First name)	(Initial)	(City or post office)

-----	-----	-----
(Mail address, number and street, R. F. D., box number, etc.)	(County)	(State)

Print below full name and date of birth of each person included in this application. If person listed above as head of family is eligible to receive a book at this address, repeat that name on the first line below.

DO NOT WRITE HERE

	DATE OF BIRTH		Leave Blank
	Month	Year	
1 _____			
2 _____			
3 _____			
4 _____			

Print FIRST NAME, MIDDLE INITIAL, LAST NAME OF each PERSON TO RECEIVE RATION BOOK

IF MORE SPACE IS NEEDED USE BACK OF CARD

The person signing this application certifies to OPA that he has authority to do so and that all statements in it are true. A false certification is a criminal offense.

252139 ED

(Date)

(Signature of applicant or authorized agent)

16-33916-1

KEEP THIS STUB

KEEP THIS STUB

READ AND FILL IN OTHER SIDE

BE SURE APPLICATION IS COMPLETE AND THAT YOU HAVE SIGNED IT
THEN—

Tear off Here, Affix Postage, and Mail Application

GPO

2 CENTS POSTAGE IF MAILED IN
SAN FRANCISCO, CALIF.
3 CENTS POSTAGE ELSEWHERE

PUT
POSTAGE
STAMP
HERE

OPA Mailing Center

SAN FRANCISCO, CALIF.

DO NOT FOLD OR TEAR OFF

GPO

NOT WRITE IN THIS SPACE

USE LINES BELOW FOR ADDITIONAL NAMES. FILL ALL LINES ON OTHER SIDE FIRST

	Print FIRST NAME, MIDDLE INITIAL, LAST NAME OF each PERSON NOT LISTED ON OTHER SIDE	DATE OF BIRTH		Leave Blank
		Month	Year	
5				
6				
7				
8				
9				
10				
11				
12				

IF THERE ARE MORE THAN 12 PERSONS, COMPLETE ANOTHER APPLICATION
FOR PERSONS NOT INCLUDED IN THIS ONE

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

June 3, 1943

MEMORANDUM TO: All Appointed Personnel

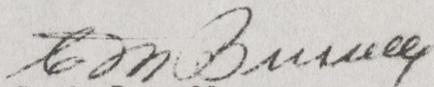
SUBJECT: Long Distance Calls

On April 13, a memorandum was issued permitting the use of the project facilities for placing long distance personal calls. In this memorandum it was directed that payment for the call should be made immediately after determining the amount of the call and the tax.

During the month of May, approximately 60% of the personal telephone calls placed were not paid for as directed, and if this situation continues the privilege of placing long distance calls, other than through the Coin Box Telephone, will be withdrawn.

In granting the privilege outlined above, it was not expected that a large volume of time of some of the employees would be involved in making collections.

All employees who have not paid for personal calls made will do so immediately.


C. M. Busselle
Chief of Administrative Division

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

June 3, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

The Procurement Section has received a copy of Catalog of Available Property issued by the Treasury Department, Procurement Division, Region 7 and 10, listing various items of supply that have been declared surplus by other governmental agencies as follows:

Class	Item
1 to 4	Arms and ammunition
5	Flags: Bunting
6	Anchor: Anchor-chains
7	Fuel
8	Motor vehicles: Bicycles
9	Boats
10	Boilers and engines
11	Pumps: and their parts
12	Boat and Ship-fittings
13	Engine-room and fire-room-fittings
14	Oils
15	Electric-cable and wire (insulated)
16	Radio and sound-signal apparatus
17	Electric-apparatus
18	Instruments of precision
19	Blocks: Rigging
20	Submarine-material
21	Cordage: Hemp; jute; oakum; twine
22	Rope, wire: and wire, bare
23	Boat and ship-utensils
24	Duck: canvas; tentage
25	Tobacco-products
26	Furniture
27	Dry-goods: Textiles and related items
28	Blank-forms
29	Toilet-articles, and all accessories
30	Bathroom and toilet-fixtures
31	Lighting-apparatus (non-electric)
32	Fire-surfacing and heat-insulating material
33	Gaskets: Hose: Packing: Rubber
34	Leather: belting, harness
35	Books: blueprints, charts
36	Musical-instruments: Music
37	Athletic-equipment
38	Brooms: Brushes
39	Lumber: Timber: (barrels, boxes, cases, crates)
40	Tools, machine

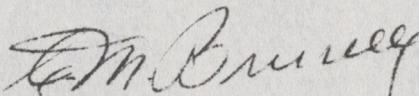
41	Tools, hand
42	Hardware
43	Bolts: Nuts: Rivets: Screws: Washers
44 & 45	Pipe: pipe-fittings: Tubes: Tubing
46, 47 & 48	Metal, bars, plates, sheets, shapes, etc.
49	Aircraft
50	Foundry-apparatus
51 & 52	Acids: chemicals, drugs: gases: soap: paints
53 & 54	Stationery: Office-equipment
55	Textile-clothing
56	Food
57	Hospital: laboratory and surgical-apparatus
58	Railway: Dock and yard-equipment
59	Building-material
60	Boilers and engines
61	Gyro-compasses
62	Articles of special value
63	Tableware
64	Bake-shop and kitchen-apparatus and utensils
65	Cooking and heating equipment
66	Machinery
67	Forage
68	Live-stock
69	Vehicles (animal and hand-drawn)
70	Agricultural-implements
71	Badges: Insignia: Metals: etc.
72 & 73	Boots: shoes: leather and rubber-clothing, caps: hats: gloves; men's and women's-furnishings
74	Individual-equipment (field and landing-force)
80	Airplanes and parts
81	Lighter than air craft and parts (balloons, dirigibles, etc.)

Administrative Instruction No. 42 issued May 20, 1943, makes it mandatory that all articles of supply must be procured from available surplus property lists as published by the Treasury Procurement Division periodically, and further, if the desired supplies and/or equipment are not obtainable from the list published by the Procurement Division, all used and second-hand markets will be thoroughly canvassed before any purchases will be made.

In view of the above, it is requested that all division chiefs and section heads assemble in the Project Recreation Hall at 8:30 A.M., Friday, June 4, 1943, to go over the property list item by item with the Procurement Officer in order to ascertain the requirements as listed.

In the future it will be necessary for all divisions to have on hand a 90-day supply of all maintenance, repair, and operating supplies, and will place requisitions for their anticipated 30-day supply approximately 60 days in advance of anticipated delivery.

Further instructions will be issued at a later date, thoroughly defining methods of requisitioning and the dates by which such requisitions will be placed to the Project Procurement Officer.



C. M. Busselle
Chief of Administrative Division

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

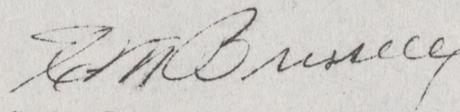
June 4, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Procedure For Distributing Evacuee Paychecks

Upon receipt of the evacuee payroll checks from the Disbursing Officer, the Finance Section will transmit the checks and the divisional copy of the applicable payroll to the divisions for distribution. The division and/or section heads will assume the responsibility of obtaining on the divisional copy of the payroll the signatures of the employees as the checks are delivered. The receipted copy of the payroll will be placed in the divisional files for future reference.

In the event the division is unable to effect a complete distribution of the checks, the remaining checks will be listed in duplicate as to payee, check number, and amount and returned to the Finance Section for delivery. The Finance Section will receipt the copy of the list and retain the original for signatures. Upon completion of delivery, the original copy of the list will be returned to the division for filing with the divisional copy of the payroll.



C. M. Busselle
Chief, Administrative Division

WAR RELOCATION AUTHORITY

Tule Lake Project
Newell, California

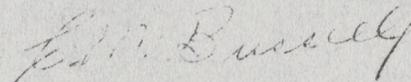
June 10, 1943

TO: All Appointed Personnel

SUBJECT: Personal Telephone Calls

On April 13, permission to use project facilities for placing personal telephone calls was granted, with instructions that payment for the calls should be made immediately after the completion of the call. The gross abuse of this privilege, in nonpayment of accounts, has resulted in considerable effort on the part of the office personnel to make collection. Due to the lack of cooperativeness on the part of individuals using the facilities for this purpose, has necessitated the withdrawal of the privilege.

Effective immediately, all personal telephone calls will be made over the Coin Box Telephone in the booth outside the entrance to the Administration Building.



C. M. Busselle
Chief, Administrative Division

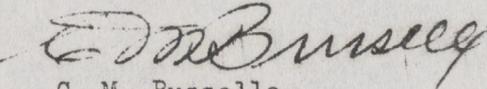
WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

June 18, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Requisitions

Due to the taking of the annual inventory and the closing of the books for the fiscal year 1943, it will not be possible to accept requisitions during the period beginning June 26 and ending July 7. You are, therefore, requested to submit all requisitions covering your needs for the above period on or before June 25.


C. M. Busselle
Chief, Administrative Division

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

June 18, 1943

MEMORANDUM TO: All Division Chiefs and Section Heads

SUBJECT: Inventory as of June 30, 1943

As of June 30, 1943, a Project-wide inventory will be accomplished. An inventory at this time is prescribed and it is most essential that the inventory be accurate as property accountability of the divisions is definitely involved. A control has been established and should be verified by the inventory and any discrepancy between the inventory and the control must be accounted for.

In accomplishing this current inventory, crews will be organized in the respective divisions and it is suggested that close supervision by appointed personnel be utilized as it has been found in the past that discrepancies have developed due to the lack of interest displayed by evacuees.

For the purpose of reconciliation and reports, it is requested that every effort be made to complete and present the inventory to the Property Control Section on or before July 7, 1943.

C. M. Busselle
C. M. Busselle
Chief, Administrative Division

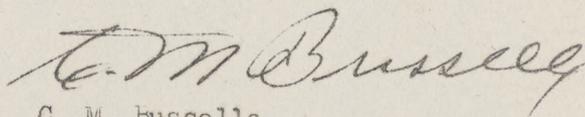
WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

June 29, 1943

MEMORANDUM TO: To All Division Chiefs and Section Heads

SUBJECT: Numbering of Documents

On July 1, 1943, which is the beginning of the 1944 fiscal year, all documents will be renumbered. The present system of numbering with the affix-43 will be replaced by -44 and the series of numbers now used on vouchers, Purchase Orders, divisional requisitions, payrolls, issue slips, etc., will begin again with number 1 and continue on serially until July 1, 1944.



C. M. Busselle
Chief, Administrative Division

Mess Hall changes

WAR RELOCATION AUTHORITY
Tule Lake Center
Newell, California

October 20, 1943

MEMORANDUM TO: Appointive Personnel Staff and Visitors on Detail

SUBJECT: Adjustment in Meal Rates at the Administrative Mess Hall

In accordance with authority from the Washington office, the rates for meals at the Administrative Mess Hall will be changed effective November 1, 1943, and in order to have closer supervision, Mr. A. Thompson has been appointed Supervisor with full authority and responsibility for its operation.

As a result of the appointment of Mr. Thompson, which will be to the advantage of all concerned, a service charge of 5¢ for each meal will have to be made, which amount must be paid in cash to the Cashier upon entering the Mess Hall.

The adjusted rates, effective November 1, 1943, will be as follows:

Appointive Staff

Appointive staff members and their families may take meals at the Administrative Mess Hall on a monthly board basis at the rate of \$30.00 per month for adults and \$18.00 per month for children under 8 years of age. This plan requires that all meals be paid for whether eaten or not, and the payroll deductions must be authorized in advance. These authorizations will be handled by the Personnel Office. One-half the monthly rate shall be deducted each 15-day period.

Individual meal rates for adults and children over 8 years of age (not on the monthly board basis) will be as follows:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
30¢ plus 5¢	40¢ plus 5¢	50¢ plus 5¢

Individual meal rates for children under 8 years of age (not on the monthly board basis) will be as follows:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
25¢ plus 5¢	30¢ plus 5¢	40¢ plus 5¢

Appointive staff members on the project payroll may take individual meals at the above rates on the payroll reduction plan.

All Others

Meal rates, payable in cash, for personnel on detail and/or for guests of the appointive staff will be as follows:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
30¢ plus 5¢	40¢ plus 5¢	50¢ plus 5¢

Important

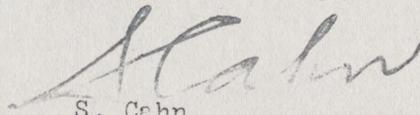
The service charge of 5¢ per meal must be paid in cash to the Cashier at the desk and has no connection, whatsoever, with the payroll reduction.

The Chief Steward shall post a schedule of the rates for meals in a conspicuous place in the Administrative Mess Hall.

Food for the Administrative Mess Hall will be requisitioned by Mr. Thompson, Mess Hall Supervisor, through the Chief Steward.

The Mess Hall Supervisor is charged with the responsibility of seeing that meal costs do not exceed the prices charged (exclusive of service charge) and that ration points are not used in excess of the specific allowances.

The Mess Hall Supervisor shall make a separate accounting for cash receipts for meals sold, and for the 5¢ service charge per meal, and shall turn the total cash in to Mr. William A. Leigh, Fiscal Accountant, daily.



S. Cahn
Acting Assistant Project Director