

E2.792

67/14
C

ADMINISTRATIVE MANAGEMENT NOTICE

TO: Division, Section and Unit Heads DATE: July 31, 1944
FROM: W. Howard Mann, Supply Officer
SUBJECT: Project Catalog

The Supply Handbook provides for advance estimates from all Divisions for all supplies, materials, equipment and services on a quarterly basis. To facilitate preparation of estimates and procurement of supplies a Project Catalog will be prepared.

We request that each unit prepare and submit a list through their Section and Division Heads listing all items needed by them that are used continuously and that should be stocked in the project warehouse. This list will include items now on hand in sufficient quantity for a 90-day supply as well as those items that are out of stock or will be needed in the future.

Items not to be listed in Project Catalog:

1. Medical supplies normally ordered from Quartermaster Medical Depot.
2. Mess subsistence items.
3. Automotive repair parts for individual equipment. However, such items that are readily interchangeable between makes and models will be listed eg. fan belts, spark plugs, light globes, battery cables, water hose, bolts, nuts, cap screws, cotter pins, etc.

Please submit your list as soon as possible.

Reference is made to our memorandum, Subject "Advance Estimates" as you may wish to consider your estimates at the same time you are preparing your list for the stock catalog.

Items should be listed in alphabetical order under each of the classes given in "Index to General Classes", also use nomenclature in "Index to T.P.S. Stock Catalog" for those items included in that list, also state what it is, what kind, size, etc. For example:

- a. What is it? (Item) Hammer
What kind is it? (Kind) Hammer, sledge
What size is it? (Size) Hammer, sledge, 4 lb.
- b. What is it? (Item) Desk
What kind is it? (Kind) Desk, executive, oak.
What size is it? (Size) Desk, executive, oak,
32 x 60

Attachments:

1. Index to General Classes
2. Index of T.P.S. Stock Catalog

W. Howard Mann

W. Howard Mann
Supply Officer

A	Class		Class
Alcohol	51	Cord:	
Axes	41	Electric	15
		Sash	21
B		Shade	21
		Venetial blind	21
Bags, paper	53	Extension	17
Bases, paper-fastener	53	Correction fluid	53
Baskets	39	Cotton	57
Batteries, storage	17	Cottonade	27
Beakers	57	Covers, binder	53
Binders	53	Covers, file	53
Bits, wood-boring	41	Crayons	53
Blades, hack-saw	41	Cups:	
BlotTERS	53	Drinking	53
Bluing	51	Pin or sponge	53
Bodies, socket	17	Cutters	54
Books, blank	53	Cylinders, dictating-	
Bottles	57	machine	54
Braces	41	D	
Brackets	42		
Brooms	38		
Brushes:		Decalcomanias	71
Artists'	38	Denim	27
Beaker	38	Depressors	57
Cylinder	38	Developer	51
Dust, all types	38	Dictionaries	35
Glue	38	Dishes	57
Mucilage	53	Disinfectants	51
Paint	38	Dispensers:	
Sanitary or toilet	38	Drinking-cup	53
Scrubbing	38	Paper towel	30
Stencil	38	Door check fluid	51
Sweeping, floor	38	Drill	27
Typewriter	53	E	
Varnish	38		
Burlap	27		
C		Enamel	52
Cabinets, paper towel	30	Envelopes	53
Cans:		Eradicators, ink	53
Garbage	42	Erasers:	
Oil, general use	42	Fiber-glass	53
Oil, typewriter	53	Mechanical-pencil	53
Caps:		Rubber	53
Fuller ball-cock	30	Extinguishers	58
Lampholder	17	Eyelets, punch-machine	53
Plug	17	F	
Cards:			
Guide	53	Fans	17
Index	53	Fasteners, paper	53
Cases, card and transfer	54	Files:	
Castors	42	Adhesive, Bellows,	
Cement, rubber	52	Board	53
Charges, fire extinguisher	51	Tool	41
Cheesecloth	27	Fillers, binder & index	53
Chisels	41	Fire extinguisher, liquid	51
Clamps, pencil sharpener	54	Fixers, photo-copy	51
Cleaning liquids, type	51	Flags, U.S.	5
Cleanser(ink remover,etc)	51	Flannel	27
Clips:		Flashlights	17
Binder	53	Flasks	57
Paper	53	Folders, file	53
Wire	53	Force cups	41
Cloths:		Frames, hack-saw	41
Copying	53	Funnels	57
Wash	27	Fuses	17
Wiping	27		
Controls	57		

INDEX TO GENERAL CLASSES

Page 2

G

Gaskets	33
Glassware	63
Glue	52
Goggles	37

H

Hammers	41
Handles:	
Ax	41
Brush	38
Hammer	41
Hop	38
Pick	41
Sledge	41
Hatchets	41
Heads (extra), perforator	53
Hoes	70
Holders, label	53
Hose	33

I

Indexes:	
Automatic	53
Binder	53
For paperboard files	53
Telephone	53
Ink	53
Inkstands	53
Inserts, index	53

K

Knives	41
--------	----

L

Labels	53
Lanterns	31
Lenses	37
Levels	41
Locks	42

M

Machines:	
Numbering	54
Paper fastening and stapling	54
Mats:	
Cocoa; door	27
Cuspidor	27
Mops	38
Mucilage	53

N

Nails	42
Naphthalene	51
Napkins, paper	53
Nets, laundry	27
Nozzles	33

O

Oakum	21
-------	----

Oil:

Flatting	52
Linseed	52
Typewriter	53
Vegetable	56
Oilcloth	27
Openers, letter	53

P

Padding, cotton	27
Padlocks	42
Pads:	
Calendar	53
Chair	27
Columnar	53
Desk	53
Finger	53
Dictating machine	53
Inking	53
Memorandum	53
Stamp	53
Typewriter	54
Paint	52
Paper:	
Blotting	53
Blueprint	53
Carbon	53
Computing tape	53
Cross-section	53
Mimeograph	53
Packing	53
Stencil	53
Stenotype	53
Teletype	53
Toilet	29
Typewriter	53
Wrapping	53
Writing	53
Paste:	
Library	53
Soap	51
Pencils leads	53
Pencils	53
Penholders	53
Pen racks	53
Pensets	53
Pens, writing (penpoints)	53
Perforators	53
Pigments	52
Pins:	
Office	53
Safety	27
Plasters	57
Plates	57
Pliers	41
Plugs, electrical	17
Pointers, pencil	53
Polish: Automobile, Furni- ture, Metal, and Shoe	51
Posts, staking (desk tray)	53
Powder:	
Sanitation	51
Scouring	51
Tracing	51
Punches	53
Putty; Linseed-oil and Metal-casement	52

INDEX TO GENERAL CLASSES

Page 3

R

Rags, wiping	27
Rasps	41
Receptacles:	
Mucilage	53
Waste paper	54
Refills, telephone index	53
Reinforcements, eyelet	53
Ribbons:	53
Addressing, computing,	
duplicating, hectograph,	
timestamps, stenotype,	
and typewriting machine	
Rings, currency binding,	
rubber	53
Rope	21
Rulers	53
Rules	41

S

Saws	56
Screw-drivers	41
Scrim, curtain	27
Seals, Lawyers and	
Notarial	53
Seats, toilet	30
Shears:	
Grass	70
Office	53
Tin	41
Shoots, division -	53
Sheeting	27
Shields, erasing	53
Shovels	41
Skins, chamois	34
Soap:	
Shaving	29
Automobile, Grit,	
Hand, Laundry, Paste,	
Powder and Toilet	51
Sockets, lamp	17
Soda:	
Caustic, Laundry	51
Soda ash	51
Solution	51
Spades	70
Sponges:	
Animal	41
Cellulose	41
Office (cup)	53
Stamps, dating	53
Stands, calendar	53
Staples, paper fastening	53
Staple removers	53
Supports, desk-tray	53
Switches	17

T

Tags, index	53
Tacks, thumb	53
Tags, shipping	53
Tape:	
Cellulose, drafting,	
linen, red, Kraft,	
and transparent	53

Thinner, paint	52
Torches, blow	41
Tops, inkstand	53
Towels:	
Hand, paper	29
Trays:	
Desk	53
Pen	53
Tubes:	
Amplifier and relay	17
Test	57
Tubing	57
Turpentine; Gum spirits	
and Steam-distilled	52
Twill	27
Twine	21

W

Waste, cotton	27
Wax:	
Liquid, paste,	
water-emulsion	52
Sealing	53
Weights, paper	53
Wheelbarrows	69
Wire, electric	15
Wrenches	41

INDEX OF T.P.S. STOCK CATALOG

8. Motor vehicles; bicycles; trailers; and all accessories, outfits, and parts.
11. Pumps and their parts.
13. Engineroom and fireroom fittings, supplies, and tools.
14. Oils (illuminating and lubricating), greases, and all lubricants.
15. Electric cable and wire (Insulated).
17. Electric apparatus and all accessories, outfits, and parts.
18. Instruments of precision and all accessories, outfits, and parts.
21. Cordage: Hemp; jute; oakum; twine; including manufactured articles.
22. Rope, wire, and wire, bare; including manufactured articles.
24. Duck; canvas; tentage; including manufactured articles and accessories.
26. Furniture.
27. Dry goods; Textiles: Bedding, buttons, curtains, cushions, draperies, findings, floor coverings, linoleum, notions, oilcloth, trimmings, upholstery materials, yarns, etc.
30. Bathroom and toilet fixtures; and all accessories, outfits, and parts.
31. Lighting apparatus (nonelectric) and all accessories, outfits, and parts.
32. Fire-surfacing and heat-insulating material.
33. Gaskets; hose; packing; rubber (sheet and strip); hose fittings; tubing (flexible); including manufactured articles.
34. Leather: Belting, harness, saddlery, including manufactured articles.
35. Books, blueprints, charts, drawings, libraries, maps, newspapers, periodicals, professional publications, etc.
37. Athletic equipment, recreational apparatus, sporting goods, special wearing apparel.
38. Brooms, brushes.
39. Lumber; timber; (barrels, boxes, cases, crates) wooden; railroad ties; including manufactured lumber.
40. Tools, machine (bending rolls, drop hammers, drills; grinders; lathes; milling machines; planers; presses; punches; riveters; rolling machine; saws; shears; etc.); and all accessories, outfits, and parts.
41. Tools, hand.
42. Hardware (builders'; general).
43. Bolts, nuts, rivets, screws, washers.
44. Pipe, tubes, tubing (nonflexible).
45. Pipe fittings.
46. Metal in bars (flat, hexagon, octagon, round, square); billets, ingots, pigs, slabs.
47. Metal in plates and sheets.
48. Metal shapes (angles, channels, half-rounds, I-beams, T's, Z's, etc.); structural metal.
51. Acids; chemicals; drugs; gases; soaps; abrasive materials; cleaning, cutting, and polishing compounds.
52. Paints; paint ingredients.
53. Stationery: Bags, paper; books, blank; boxes, paper; cartons; drafting-room, office, and printers' supplies.
54. Office equipment: Adding machines, cash registers, file cases, numbering machines, typewriters, etc.
55. Textile clothing; knitted goods.
57. Hospital, laboratory, and surgical apparatus; and all accessories, outfits, parts, and supplies.
58. Railway, dock, and yard equipment; including fire-fighting apparatus.
59. Building material: Asphalt, brick, cement, granite, gravel, lime, millwork, roofing material, sand, stone, tar, tiling, etc.
63. Tableware (barracks, crews' mess, hotel, hospital, officers' mess, ship-saloon): Aluminumware; chinaware; glassware; silverware.
64. Bakeshop and kitchen apparatus and utensils: Aluminum utensils; galley gear; tinware; and all accessories, outfits, and parts.

INDEX OF T.P.S. STOCK CATALOG

Page 2

- 65. Ovens, ranges, and stoves; and all accessories, outfits, and parts.
- 66. Machinery and equipment.
- 67. Forage; bulbs, and roots; plants, shrubs, and trees; seeds.
- 69. Vehicles (animal and hand-drawn); and all accessories, outfits, and parts.
- 70. Agricultural implements and all accessories, outfits, and parts.
- 71. Badges, insignia, medals, etc.
- 72. Boots; shoes; leather and rubber clothing.
- 73. Caps; hats; gloves; men's and women's furnishings.

ADMINISTRATIVE MANAGEMENT NOTICE

TO: Division, Section and Unit Heads DATE: July 31, 1944
 FROM: W. Howard Mann, Supply Officer
 SUBJECT: Advance Estimates

The Supply Handbook Section 20.12 provides for advance estimates from all Divisions for all supplies, materials, equipment and services on a quarterly basis except:

1. Medical supplies normally ordered through Denver Quartermaster Medical Depot.
2. Mess subsistence items ordered from Quartermaster.
3. Automotive repair parts for particular equipment. Parts readily interchangeable between makes and models such as fan belts, spark plugs, battery cables, water hose, bolts, nuts, cap screws, cotter pins, etc. will be estimated on a quarterly basis.

Advance estimates will be prepared on Form WRA-347 and WRA-347a. The advance estimates will be prepared for a specific three month period and the items listed will represent the items to be consumed or put into service during that period.

The presentation of advance estimates will not coincide with the fiscal quarter budgets.

Schedule of advance estimate, quarterly budgets and due dates:

ADVANCE ESTIMATES		QUARTERLY BUDGETS	
Due date in	For use	Due date in	For budget
Supply Section	during	Finance Section	quarter
January 15	March	December 1	January
	April		February
	May		March
April 15	June	March 1	April
	July		May
	August		June
July 15	Sept.	June 1	July
	Oct.		August
	Nov.		September
October 15	Dec.	September 1	October
	Jan.		November
	Feb.		December

The due date for estimates for the months of September, October and November is past. However, we are requesting your estimate for that period to be submitted by August 15 and we will make every effort to have your needs procured at the earliest possible date.

Separate advance estimates will be prepared by sections and units for each of the following categories of materials, supplies and equipment:

- a. WPB approved projects.
- b. Major equipment (See handbook 20.4.25A)
- c. Project catalog items.
- d. Seasonal or special items.
- e. Services (Equipment rentals, contractional services.)

Insofar as possible the items should be grouped in alphabetical order according to the type of items. Describe each item specifically. For example:

- a. What is it? (Item) Hammer
What kind is it? (Kind) Hammer, sledge
What size is it? (Size) Hammer, sledge, 4 lb.
- b. What is it? (Item) Desk
What kind is it? (Kind) Desk, executive, oak.
What size is it? (Size) Desk, executive, oak,
32 x 60.

Each section will consolidate their needs into one advance estimate. Division Heads will check and approve each manually. Each Division will be responsible for estimating the total quantity of any item it uses to service other Divisions. For example the Operations Division will estimate the entire project needs for fuel, building and maintenance materials, janitorial supplies, oils, greases and gasoline, hand tools, etc.

The Administration Management Division will estimate the entire project needs for office supplies, office furniture, office equipment, forms, etc.

Each Division will designate one individual to be responsible for being familiar with the Supply and Property Control Handbooks, to assist section and unit heads in the preparation of advance estimates, preparation of requisitions, correlation of advance estimates with their budget, preparation of justifications in the budget for equipment items, posting on reserve memorandums the items requisitioned for use etc.

Forms to be used:

- WRA-347 Advance estimate for stores, equipment and services.
- WRA-347a Continuation sheet for advance estimates.
- WRA-348 Reserve Memorandum
- WRA-349 Special Emergency Purchase Request

W. Howard Mann

W. Howard Mann
Supply Officer