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WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

November 5, 1942

PROCUREMENT MEMORANDUM NO. 2

TO: Project Directors

SUBJECT: Continuous Service Contracts

Enclosed is a copy of a Memorandum of Understanding regarding the preparation of contracts by the Central Administrative Services Division of the Office for Emergency Management.

This agreement has been entered into with the idea in mind that some method had to be worked out for the execution of contracts which should have been entered into prior to October 1, 1942, so that payments would be made from funds allotted to Central Administrative Services in San Francisco. Since the contract should also be one that could automatically be extended to the particular War Relocation project involved, as of October 1, 1942, the attached Memorandum of Understanding will assist you in following the desired procedure.

It is therefore requested that the project thoroughly review Section V. of Administrative Instruction No. 42 and proceed to write contracts in accordance therewith.

After the contracts are completed and numbered with a project contract number they should be submitted to this office for signature by Central Administrative Services. In summary, the following action should be taken by the project:

1. Prepare contract on proper form in quintuplicate.
2. Complete as to details of the contract.
3. Number in the project series.
4. Have contract properly signed by contractor.
5. Submit to this office for signature.

Distribution:

Original will be transmitted to the Washington Office in accordance with our telegram of October 23, 1942, which modifies Paragraph V, Section A, of Administrative Instruction No. 42.

One copy will be retained by Central Administrative Services, Fiscal Division.

Three copies will be returned to the project.

VAN METER
Whitcomb Hotel Building
San Francisco, California

November 5, 1942

Also attached is a sheet listing the information we have regarding contracts that have come to the attention of this office. There is also enclosed copies of any contracts referred to on this information sheet.

When attempting to write telephone contracts, Circular Letter No. 18 and Supplement A, copies of which are enclosed, should be thoroughly reviewed.

Duncan Mills
Duncan Mills
Administrative Officer

Enclosures

COPY

November 4, 1942

MEMORANDUM OF UNDERSTANDING

SUBJECT: Contracts - Previous to October 1, 1942

Following is the procedure that will be used to execute contracts for all War Relocation Authority projects in the San Francisco region for continuous services that started prior to October 1, 1942:

1. Contracts for all continuous services or supplies starting prior to October 1, 1942, will be executed by the Central Administrative Services Division of the Office for Emergency Management, 1355 Market Street, San Francisco, California.

2. CAS will encumber funds to pay all obligations to October 1, 1942, from funds to their credit, and allotments made to the projects will not be affected.

3. All of the contracts will be numbered by the project concerned.

4. Contracts will contain the following notations:

- a. For services and supplies furnished prior to October 1, 1942, bill as follows:

Central Administrative Services Division
Office for Emergency Management
1355 Market Street
San Francisco, California

- b. For services or supplies furnished after October 1, 1942, bill as follows:

Name of project concerned.
Address of project concerned.

/s/ Duncan Mills

Duncan Mills
Administrative Officer

Approved /s/ Ralph B. Thompson
Ralph B. Thompson, Regional Mgr.
Central Administrative Services

November 4, 1942

COPY

MEMORANDUM OF UNDERSTANDING

SUBJECT: Contracts - Projects - October 1, 1942

Following is the procedure that will be used to extend contracts for all projects in the War Relocation Authority projects in the San Francisco region for contracts which expire prior to October 1, 1942.

1. Contracts for all continuing services or supplies starting prior to October 1, 1942, will be extended by the Central Administrative Services Division of the Office for Emergency Management, 1389 Market Street, San Francisco, California.
2. CAS will consider funds to pay all obligations to October 1, 1942, from funds to their credit, and all payments made to the projects will not be affected.

3. All of the contracts will be extended by the project concerned.

4. Contracts will contain the following conditions:

- a. For services and supplies furnished prior to October 1, 1942, bill as follows:

Central Administrative Services Division
 Office for Emergency Management
 1389 Market Street
 San Francisco, California

- b. For services or supplies furnished after October 1, 1942, bill as follows:

Name of project concerned.
 Address of project concerned.

Very truly yours,

/s/ Daniel H. H. [Signature]

Daniel H. H. [Signature]

Administrative Division



WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

October 17, 1942

PROCUREMENT MEMORANDUM NO. 4

TO: Project Directors
SUBJECT: Administrative Instruction No. 6,
Supplement No. 1

A wire received from Washington, dated October 16, 1942, corrects paragraph 2, sentence 2, of the above Instruction to read: "Requisitions for those forms should be made on the appropriate OEM regional offices, using OEM-390.

Duncan Mills
Duncan Mills
Administrative Officer

1 copy to Procurement

RECEIVED
OCT 20 1942
U.S. DEPARTMENT OF COMMERCE
BUREAU OF ECONOMIC WARFARE

COLORADO RIVER
WAR RELOCATION PROJECT

OCT 22 1942

PARKER ARIZONA

Office Copy

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

October 19, 1942

PROCUREMENT MEMORANDUM NO. 5

TO: Project Directors

SUBJECT: Mandatory TPS Contracts, Federal Prison Industries, Inc., and
Blind-made Products

Copies of the General Schedule of Supplies, Federal Prison Industries catalogs and Schedule of Blind-made Products, are being sent by the Washington Office to the projects as rapidly as they can be obtained.

Contracts which are mandatory for use by the War Relocation Authority and the Office for Emergency Management are identified by a statement which appears on page 2 of the Schedules concerned and reads as follows:

"For use by the executive departments and other establishments of the Government of the United States of America within the continental limits of the United States,"

or where either the Office for Emergency Management or the War Relocation Authority is specifically mentioned. Such statements are notice to the Federal Government departments and other establishments that the contracts contained in a schedule are mandatory for their use. In these instances the purchasing officer may not depart from such contracts and procure the materials covered thereby in any other manner unless prior clearance has been obtained, or a genuine emergency actually exists. Concerns who have been awarded mandatory contracts must accept orders from the Federal Government departments and establishments.

At the present time the Office for Emergency Management and the War Relocation Authority do not have any clearance from the Treasury Department, Procurement Division, to purchase items covered by mandatory contracts in the open market. If such clearances are obtained the projects will be immediately notified.

Following is a list of the principal mandatory items covered by the General Schedule of Supplies. This list is not all inclusive and was compiled on April 1, 1942, therefore there is a possibility that additional items have been added or some items have been dropped.

<u>Class</u>	<u>Items</u>
4, Supplement No. 1	Explosive and Blasting Accessories, (except items 4-G-50 and 4-M-100 to 4-M-190 inclusive, and item 4-R-100)
7	Gasoline, Tank Wagon, and Steel Drum: Service Station Deliveries (all items)
8 and 66, 66, Supplement No. 1	Motor-Vehicle Accessories and Parts (except items 8-M-6010 and 8-M-6050)
8 and 83	Construction and Road Building, Machinery Parts (except 66-P-157)
8, Supplement No. 2	Tires and Tubes (all items)
17, Supplement No. 1	Motor-Vehicle Accessories (all items)
17, Supplement No. 2	Spark Plugs (all items)
17, Supplement No. 3	Electric Fans and Repair Parts therefor (all items)
17, Supplement No. 4	Electric Lamps (all items)
17, Supplement No. 12	Storage Batteries (all items)
26, Part 1	Automatic Battery Fillers and Parts therefor (all items)
26, Part 2	Wood Furniture (all items)
26, Part 2, Sup. No. 1	Steel Furniture (all items)
27, Supplement No. 1	Metal Office Chairs (all items)
	Floor and Window Coverings (except items 27-B-777 to 27-B-822-50 inclusive; items 27-C-1700 to 27-C-2000 inclusive; 27-S-3200 to 27-S-4310 inclusive)
35	Books (all items)
40	Machine Tools, Small Machinery and Accessories and Parts
54	Office Equipment (exclusive of Supplements 3 and 4)
54, Supplement No. 1	Repair and Maintenance of Certain Office Machines (all items)
54, Supplement No. 2	Rental, Repair, and Maintenance of Certain Office Machines
54, Supplement No. 5	Certain Office Machines (all items)
103, Supplement No. 2	Recording and Transcription Service (except items 103-R-810 to 103-R-950 inclusive)
104	Exchange Allowances for Typewriters (all items)

Before purchasing items in the aforementioned classes in the open market, it should be determined that deliveries cannot be made by contractors named in the General Schedule within the proscribed time limit of the contract or within the time limit required by the using project. For example: A contract specifies 2 to 60 days delivery after receipt of the order. If upon communicating with the contractor, he advises that delivery will be made within 30 to 45 days, which is clearly within the 60 days maximum specified in the contract but the using project requires delivery within a period not to exceed ten days or two weeks, the contract may be waived, for immediate needs, in view of the fact that the contractor is unable to meet the delivery requirements of the project. This is not to be construed to mean that the projects should not anticipate their needs far enough in advance to take advantage of the existing mandatory contracts.

In all cases where purchases of mandatory contract items are made in the open market, the Project Procurement Officer shall issue a memorandum to be attached to the payment voucher, SF-1034 Rev., or enter a statement on the reverse side of the payment voucher, which will clearly show the nature of the exigency and the action taken prior to the placing of the order. The Project Procurement Officer will be held responsible in all instances and will have to explain in detail any purchases made in the open market which are covered by mandatory TPS contracts. Minor differences in specifications which would not exclude General Schedule of Supply items from practical use, or mere personal preference, shall not be regarded in any way as justifying open market purchases.

FEDERAL PRISON INDUSTRIES, INC.

Unless specifically authorized by law, products of the Federal Prison Industries, Inc. are mandatory for purchase by the executive departments and other establishments of the Government.

While the products of the FPI change from time to time, the following types of articles are usually available:

Bags	Name Plates
Baskets	Pulleys
Brooms	Shoes
Clothing	Steel Cases
Drain Traps and Grates	Tents
Grills, floor and wall	Traffic Standards
Mats	Uniforms
	Woven Cotton Fabrics (canvas)

Orders will be placed directly with Federal Prison Industries, Inc., Department of Justice, Washington, D. C., in accordance with instructions contained in their latest Schedule of Products. At present the War Relocation Authority does not have a clearance of any kind from the FPI, therefore it will be mandatory that items manufactured by the FPI be purchased or a clearance obtained for each purchase before purchase can be made in the open market. This does not apply to purchases made by the Army for WRA.

NATIONAL INDUSTRIES FOR THE BLIND

The National Industries consists of the Committee on Purchases of Blind-made Products which is designated as the agency to facilitate the distribution of orders among the agencies for the blind. Purchases from this source are mandatory for all Government departments.

The items available from the National Industries are listed in the Schedule of Blind-made products and consist of the following:

Mats	Mop Handles
Mattresses	Mops
Pillow Cases	Deck Swabs
Brooms	Mailing Bags

All requests for blind-made products will be transmitted direct to the Treasury Department, Procurement Division, Washington, D. C., in accordance with instructions contained in the current Schedule of Blind-Made Products. The War Relocation Authority does not have clearances to purchase blind-made products in the open market, therefore items listed must be obtained from them or it will be necessary that a clearance for each purchase be obtained and emergency purchases explained, as mentioned previously, for mandatory TPS contract items.

Items similar to above which are to be purchased by the Army for WRA, or procured from another Government Agency, do not require a clearance or allocation by Treasury Procurement.

Duncan Mills
Duncan Mills
Administrative Officer

NATIONAL SERVICE FOR THE BLIND

The National Institute of Mental Health, through its Bureau of Mental Subnormality, has been authorized to accept and process applications for the National Service for the Blind. This service is a voluntary program of rehabilitation for the blind.

The program available through the National Service for the Blind is a rehabilitation program and consists of the following:

- 1. Vocational training
- 2. Residential care
- 3. Medical care
- 4. Personal care

All requests for admission to the program will be transmitted direct to the Director, National Institute of Mental Health, Washington, D. C., in accordance with instructions contained in the form of application. The form of application is available in the office of the Director, National Institute of Mental Health, Washington, D. C., and may also be obtained from the office of the Director, National Service for the Blind, Washington, D. C. It will be necessary to complete the form and attach the required photographs and fingerprints. The form should be returned to the Director, National Service for the Blind, Washington, D. C.

Forms similar to those used in the program for the blind are available from the National Service for the Blind, Washington, D. C., and may be obtained on request.

WAR RELOCATION AUTHORITY
OCT 29 1942
GILA RIVER PROJECT
ADMINISTRATIVE DIVISION

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

October 30, 1942

PROCUREMENT MEMORANDUM NO. 6

SUBJECT: Regulations governing the payment of expenses of transportation of household goods and personal effects.

Executive Order No. 9122, dated April 6, 1942, amends Executive Order No. 8588 of November 7, 1940, entitled "Prescribing regulations governing the payment of expenses of transportation of household goods and personal effects of certain civilian officers and employees of the United States". Executive Order No. 8588, as amended, is quoted as follows:

"By virtue of and pursuant to the authority vested in me by the act of October 10, 1940, Public No. 839, 76th Congress, entitled "An Act to provide for uniformity of allowances for the transportation of household goods of civilian officers and employees when transferred from one official station to another for permanent duty", I hereby prescribe the following regulations governing the allowance and payment from Government funds of expenses now or hereafter authorized by law for the packing, crating, drayage, transportation, and unpacking of household goods and personal effects of civilian officers and employees of any of the executive departments or establishments of the United States when transferred from one official station to another for permanent duty:

SECTION 1. When any civilian officer or employee of any of the executive departments or establishments of the United States, hereinafter called employee, is transferred from one official station to another for permanent duty and the payment of expenses of transportation of his household goods and other personal effects is authorized by law, such expenses, when specifically authorized or approved by the head of the department or establishment concerned, shall be allowed and paid in accordance with the provisions of these regulations.

SECTION 2. Maximum allowances for transportation.

- (a) Weight: The actual costs of transportation of the household effects and other personal property of the employee, not in excess of 5,000 pounds gross, and of the packing, crates, boxes, lift vans, or other temporary containers required for the shipment, shall be allowed: Provided, That employees who have no dependents living with them shall be entitled to the transportation of

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household effects and other personal property not in excess of 2,500 pounds gross. Gross weight shall include the net weight of the property and the weight of the usual containers of the property, but shall not include the weight of packing, crates, boxes, or lift vans which have no connection with the property except for the purposes of the immediate shipment and which do not constitute a continuing part of the property of the employee.

For the application of the limitations prescribed by this subsection the gross weight of the property shall be computed as being 80 percent of the combined weight of the property and the packing and crating used for the shipment: Provided, That in case of shipments involving transportation by vessel over all or part of the distance the gross weight of the property shall be computed as being 50 percent of the combined weight of the property and the packing, crating, boxing, and lift vans used for the shipment: And provided further, That when shipment is by motor freight the gross weight of the property shall be the actual weight of the goods transported. Thus, transportation will be allowed at Government expense for property when packed, crated, boxed, or placed in lift vans for shipment, within the following maximum weights:

Employees having dependents living with them:

	Pounds
Shipment involving transportation by vessel over all or part of route.....	10,000
Shipment by rail only.....	6,250
Shipment by motor freight only.	5,000

Employees having no dependents living with them:

	Pounds
Shipment involving transportation by vessel over all or part of route.....	5,000
Shipment by rail only.....	3,125
Shipment by motor freight only..	2,500

- (b) Volume: Where charges for transportation are computed on a basis of measurement rather than weight, charges will be allowed regardless of weight for not to exceed 29 measurement tons of 40 cubic feet each, inclusive of

packing, crating, and lift vans: Provided, That employees who have no dependents living with them shall be allowed charges for not to exceed 22 measurement tons.

- (c) Weight and Volume on Same Shipment: When shipment must be made over such a route that the transportation necessarily involves charges based upon weight over part of the distance and upon measurement over another part of the distance, the following conditions shall apply: (1) if the weight does not exceed the limitations prescribed in subsection (a) payment shall be allowed for actual charges over the entire distance regardless of whether the measurement is in excess of the limitations imposed by subsection (b); (2) if both weight and measurement are in excess of the prescribed limitations payment shall not be allowed for the excess by weight over that part of the distance where charges are based on weight, or for the excess by measurement over that part of the distance where charges are based on measurement.

SECTION 3. Allowances for Packing, Crating, Unpacking, and Uncrating. The actual costs of packing, crating, unpacking, and uncrating shall be allowed: Provided, That no charges shall be allowed for the packing, crating, unpacking, and uncrating of property in excess of the weight or measurement allowable under Section 2 of these regulations.

SECTION 4. Allowances for Drayage. The actual costs of drayage to and from the common carrier shall be allowed, Provided, That in no case shall costs of drayage be allowed where door-to-door common carrier rates are applicable.

SECTION 5. Means of Shipment. Shipment shall be by the most economical means, taking into consideration the costs of packing, crating, drayage, unpacking, and uncrating: Provided, however, That the employee may have his effects moved by some means other than that determined to be most economical by paying the difference between the lowest available charges and the charges by the preferred means: And provided further, That, when the head of the department or agency determines it to be in the interest of the Government, he may specifically authorize the shipment by express of articles required for immediate use at the new official station (such as professional books, wearing apparel, bedding or kitchen utensils, but not furniture or jewelry), which shall in no case exceed a weight of 500 pounds for employees having dependents living with them or 250 pounds for employees having no dependents living with them. In considering comparative transportation costs as required by this

section, the lowest available motor van charges may be determined by consulting published tariffs or by securing competitive bids, the use of either method to be construed as being determinative of the lowest available rate for motor transportation.

SECTION 6. Use of Government Bill of Lading or Purchase Order. Shipment shall be made on Government bill of lading or purchase order whenever possible; otherwise reimbursement shall be made to the employee for transportation expenses actually and necessarily incurred within the limitations prescribed by these regulations. If property in excess of the amount allowable under these regulations is shipped on a Government bill of lading or purchase order with the authorized allowance the employee shall immediately upon completion of the shipment pay to the proper officer of the department or establishment an amount equal to the charge for the transportation of such excess.

SECTION 7. Computation of Excess Costs. Excess costs payable by the employee shall be computed from the total charges according to the ratio of excess weight to the total weight of the shipment.

SECTION 8. Use of Lift Vans. Charges allowable hereunder for packing and crating and for transportation shall include expenses incurred in hiring, transporting, and packing lift vans when shipments are made in whole or in part by water, but shall not include charges in connection with any shipment of empty lift vans or for payment of storage charges or import duties on lift vans.

SECTION 9. Items not allowable. For the purpose of these regulations household goods and other personal effects shall not include groceries, provisions, wines, liquors, animals not necessary in the performance of official duties, birds, or automobiles.

SECTION 10. Valuation. The valuation of property as declared for shipping purposes shall not exceed that at which the lowest freight rates will apply. Should the employee desire a higher valuation, he must assume all costs of transportation in excess of the charges at the lowest rate.

SECTION 11. Shipment from Points Other Than Official Station. The expenses of transportation authorized hereunder shall be allowable whether the shipment originates from the employee's last official station or from some previous place of residence, or partially from both: Provided, That the cost to the Government shall not exceed the cost of shipment in one lot by the most economical route from the last official station to the new. Shipments involving a cost greater than than authorized by this section may be made on a government bill of lading, but the employee shall be required to reimburse the Government for the excess cost immediately upon completion of the shipment. No expenses shall be allowable for the transportation of property acquired en route from the last official station to the new. For the purposes of

these regulations, the term 'official station' shall be construed to include any point from which the employee commutes daily to his official post of duty.

SECTION 12. Time Limit. All shipments allowable under these regulations shall begin within six months of the effective date of the transfer of the employee unless an extension is specifically granted by the head of the department or establishment. Such an extension shall be approved by the head of the department or establishment within the six months' period during which shipment would otherwise begin and shall in no case be for a period exceeding two years from the effective date of the transfer, except that, for employees who enter upon active military, naval, or Coast Guard duty at any time prior to the expiration of the period within which transportation of their effects is authorized and who are furloughed for the duration of such duty, the extension may be made effective until a date not more than sixty days following the date of termination of the furlough.

SECTION 13. Shipment by American Vessels. All shipments of property by water shall be made on ships registered under the laws of the United States where such ships are available.

SECTION 14. Transfer for Convenience of Employee. If a transfer is made at the request and primarily for the convenience or benefit of an employee, no payment shall be allowed from Government funds for the packing, crating, drayage, transportation, unpacking, or uncrating of the household goods or other personal effects of the employee.

SECTION 15. Preparation of Vouchers. In preparing vouchers for payment under these regulations the following conditions shall be observed:

- (a) Statement of Weight: When charges for transportation are based upon weight, the actual (not estimated) weight shall be shown.
- (b) Itemization of Charges: Where services rendered cover, in addition to transportation, such other services as packing, crating, drayage, and uncrating, the total charge for the services shall be itemized so as to show the charge for each service.
- (c) Payment by More Than One Voucher: Where all the services rendered in connection with moving the household effects of an

employee are not covered by a single voucher, vouchers covering payment for subsequent charges shall bear a reference to prior vouchers.

SECTION 16. Exemption of Foreign Service Officers. The provisions of these regulations shall not apply to the transportation of effects of officers and employees of the Foreign Service of the Department of State: Provided, That section 14 shall have full force and effect with respect to such transfers.

SECTION 17. Effective Date. This order shall be effective as of October 10, 1940, and shall be published in the Federal Register."

Duncan Mills

Duncan Mills
Administrative Officer



Stafford

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

B

November 5, 1942

PROCUREMENT MEMORANDUM NO. 7

TO: Project Directors

SUBJECT: PD-408 Forms for Third Quarter, 1942.

We know that the projects are now fully aware of the importance of PD-408 forms and we hope that immediate steps will be taken to prepare **this** form for the third quarter which will list the items to be purchased from January 1, 1943, to March 31, 1943.

It is the opinion of this office that the smooth operation of the War Relocation projects will be greatly facilitated if PD-408 forms are carefully prepared and include all items needed by the projects regardless of the Division concerned.

PD-408's should not be made by the Division but rather on the basis of the total needs of the projects. It is suggested that someone in the Procurement Division be assigned the task of consolidating the submissions of the various Divisions on Form PD-408. The preparation of this form should be a continuous process and not one to be undertaken the last few days of each quarter.

Any priority assistance extended as a result of the PD-408's will automatically allow the project to assign such priority rating to their own purchase orders. It is, therefore, obvious that properly executed PD-408 forms will greatly facilitate your operations.

Duncan Mills
Duncan Mills
Administrative Officer

WAR RELOCATION AUTHORITY
1942

November 10, 1942

MINIDCKA PROJECT

Project Director

Project Director, War Relocation Authority, 1942

It is the opinion of the War Relocation Authority that the proposed project is of a nature which will be of benefit to the community and that it is in the public interest to approve the same.

The project is being carried out by the War Relocation Authority and it is the policy of the War Relocation Authority to support such projects which are of benefit to the community.

The project is being carried out by the War Relocation Authority and it is the policy of the War Relocation Authority to support such projects which are of benefit to the community.

The project is being carried out by the War Relocation Authority and it is the policy of the War Relocation Authority to support such projects which are of benefit to the community.

War Relocation Authority
1942



WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

December 2, 1942

Handwritten: This is a copy

PROCUREMENT MEMORANDUM NO. 8

TO: Project Directors

Subject: Procurement of materials for approved and rated projects.

With the moving of the regional office to Washington, it is essential that each project assume full responsibility for the procurement of all materials and supplies.

With specific reference to the procurement of construction materials, it is important that someone in the procurement division have a thorough understanding of the preference ratings granted by the issuance of P-19-h certificates. He should also be very familiar with the preparation of the form PD-200. Toward this end, we are enclosing the PD-200's and the P-19-h's listed on a sheet attached to this memorandum and passing on to you the following instructions and suggestions:

- 1) The form PD-200 does not constitute authority to purchase materials or to begin construction. This form is merely an application for the above authority and priority assistance; so you must be very careful not to begin construction or to purchase any of the materials for construction until you have received a Preference Rating Certificate No. P-19-h.
- 2) A careful study of M-208 and L-42 is very essential.
- 3) Each preference rating certificate is accompanied by a list of materials you are not authorized to purchase with the priority assistance extended. An unauthorized purchase of these materials is subject to severed penalties provided by law. A substitution of non-critical material must be made for these items.
- 4) There is a definite dollar and cents total of priority assistance that can be used. (This amount is plainly quoted on each P-19-h issued).
- 5) All purchase orders extending a priority must quote the P-19-h serial number and certification.

6) The project construction division must have a copy of the PD-200 and a copy of the eliminated material (attached to the P-19-h) to use as a guide in placing orders for materials.

7) In accordance with paragraph (F) of the preference rating certificate, it will be necessary for you to "retain, for a period of 2 years, for inspection by representatives of the War Production Board, endorsed copies of all such purchase orders or contracts, whether accepted or rejected, segregated from all other purchase orders or contracts or filed in such manner that they can be readily segregated for such inspection."

We suggest the following method for complying with the above regulation:

Prepare a file folder with the tab showing the construction project name (e.g. Tule Lake Schools).

On the inside of the folder, rule off the following headings:

					Date P.O. Filed in PO Register File (Copy IV)
P.O. No:	Vendor	Description:	Amount	Date Mat'ls Rec'd:	
:	:	:	:	:	:
:	:	:	:	:	:

List all purchase orders placed for approved materials.

The intent of all instructions and suggestions is to emphasize the necessity of maintaining a record that can be readily audited by representatives of the War Production Board and to assist you in complying with all WPB regulations and restrictions.

Do not purchase or requisition any of the material for any construction project until you have received from the regional or the Washington office a list of the requisitions already placed with the Army. You will receive this list very shortly.

Duncan Mills
Administrative Officer

Enclosure

GILA RIVER - CONSTRUCTION

PD-200's Title

P-19-h - Serial Number

Ice House
Land Subjugation
Packing Shed
Schools & Housing

not received
not received
not received
not received

BILA RIVER - CONSTRUCTION

Serial Number - 1-1-1

1-1-1

not received
not received
not received
not received

Ice House
Lana Substation
Packings shed
Schools & Housing

WAR RELOCATION AUTHORITY

DEC 7 1942

BILA RIVER PROJECT
ADMINISTRATIVE DIVISION