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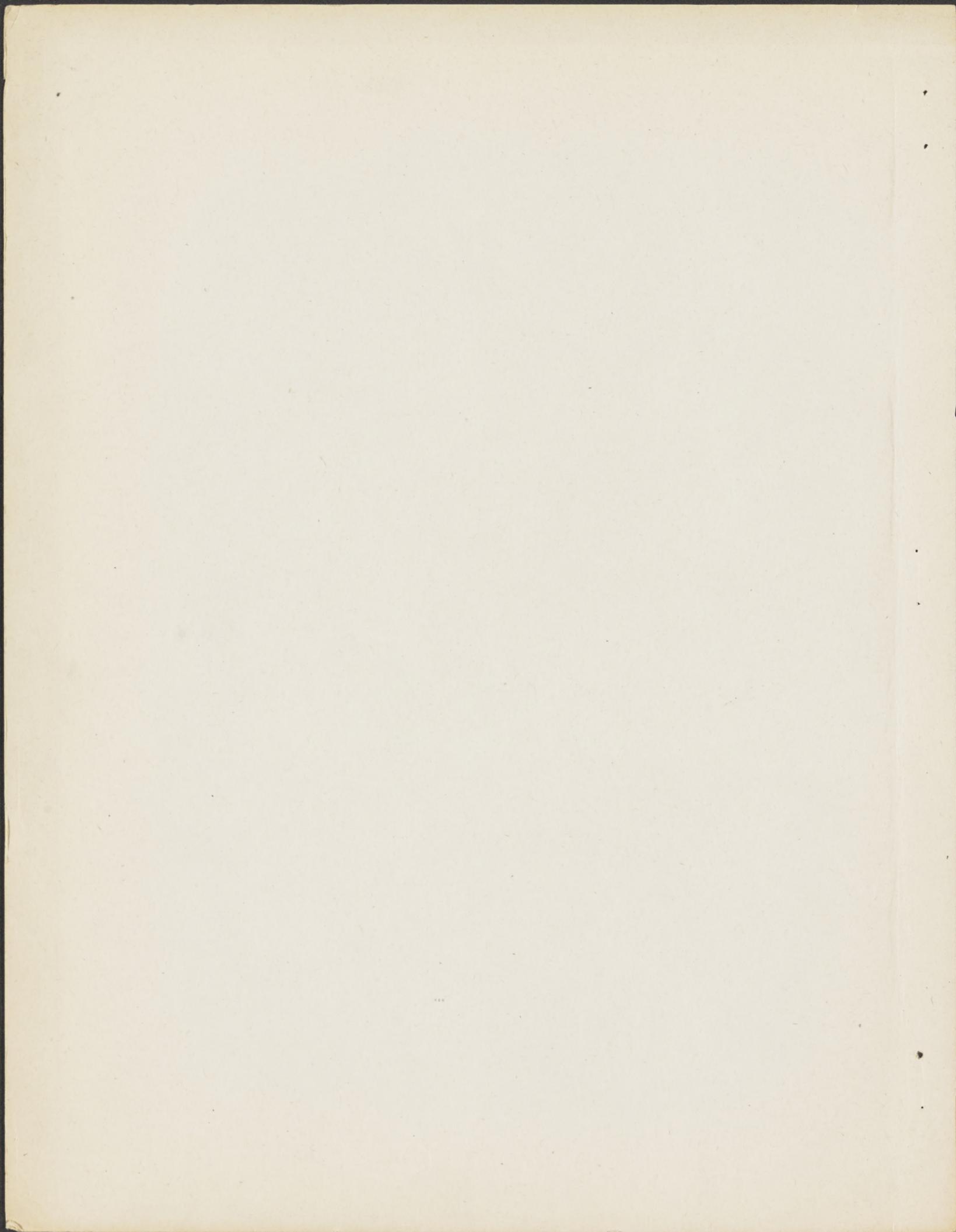
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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

STOCK SCHEDULE

FORMS
OFFICE SUPPLIES
OFFICE EQUIPMENT
MAINTENANCE SUPPLIES
HAND TOOLS

JANUARY 1, 1944



I N D E X T O T H E S T O C K C A T A L O G U E

INTRODUCTION AND INSTRUCTIONS ON
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INTRODUCTION AND INSTRUCTIONS ON PREPARING REQUISITIONS

The Procurement Unit after consulting with other Divisions has prepared this Stock Catalogue, which sets forth items that must be stocked to insure the uninterrupted operation of the Center. The method outlined below should be followed in submitting Requisitions.

GENERAL INSTRUCTIONS COVERING THE PREPARATION AND DISPOSITION OF FORM - WRA 7 - REQUISITION FOR MATERIALS AND SUPPLIES

A. Separate Requisitions should be prepared for:

1. General Office Supplies of an expendable nature.
2. Furniture, equipment and other non-expendable office equipment.
3. Forms indicated in Stock Catalogue as O6
4. Forms indicated in Stock Catalogue as O8
5. W. R. A. Forms
6. Services other than personal (such as equipment rentals, etc.)
7. Items by class such as Glass - Car Parts - Gasoline - Hardware - should be on separate requisitions according to the items ordinarily handled by vendors.
8. Items not shown in the Stock Catalogue.

B. Preparation by Originating Division Or Section.

1. The Form WRA 7 will be prepared in an original and four copies. One copy to be retained by the requisitioner and the original and three copies will be forwarded to Property Control.
2. The original and two copies must be signed by the Division Head or a designated representative.
3. The cost of items must be estimated on the requisition for budget purposes and procurement.
4. Stock Number: If item is from stock, stock number listed in Stock Catalog must be shown. If item is for purchase, Stock Catalogue number of some vendor may be indicated in order to give full and accurate description if Federal specifications are not available.
5. Description: If the item is from stock, name of item and stock number. If item is to be purchased, a complete statement of all information necessary to identify item desired, including - size, color, etc. If the item contains critical materials, include a statement justifying the need. If service, specify type of service and give sufficient information to make certain that the Procurement Unit will understand what is desired.

(over)

6. Quantity; Quantity desired in terms of unit, such as "each", "dozen", etc., as shown in Stock Catalogue or in vendor's catalogue handling such items. Always order in amounts which do not require a subdivision of the unit in which the item is normally supplied. Requisitions to procurement should be for a minimum of 30 day supply.
7. The following information will be shown on all requisitions in order to show charges to various Budgets. The name of the Division and the Section or Unit that the items are to be charged to.

Example: Operations Division
 Engineering Section
 Construction

In the above case, the necessary priority information should also be indicated.

ADVANCE REQUISITIONING

Each Division Chief is responsible for the preparation of advance requisitions for all items contained in the stock lists. The division chief in preparing requisitions should take into consideration all stocks in the storehouses and purchase orders issued.

It is assumed that the stock items are maintained with a three months stock on hand and that each month an additional months supply will be requisitioned.

Requisitions for stock items will be submitted by all divisions in sufficient time to reach the Procurement Unit between the 25th and 30th of each month.

Emergency requisitions can be submitted at any time provided a complete satisfactory justification can be furnished.

SECTION - A

OFFICE SUPPLIES

1944

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
BINDERS				
20	Canvas, Stiff Cover, 11 x 8 $\frac{1}{2}$, 3 Rings 1" Capacity	Each	.90	
20A	Canvas, Stiff Cover, 11 x 8 $\frac{1}{2}$, 3 Rings 1 $\frac{1}{2}$ " Capacity	Each	0.67	
21	Canvas, Stiff Cover, 11 x 8 $\frac{1}{2}$, 3 Rings 2" Capacity	Each	1.00	
BLOTTERS FOR DESK PAD				
27	19 x 24, Green	Each	0.03	
29	20 x 36, Brown	Each	0.06	
BLOTTERS, HAND				
30	3 x 9 $\frac{1}{2}$, White, (12 Per Pkg.)	Pkg.	0.04	
BOARDS, CLIP				
34	Cap Size, Wood Or Composition	Each	0.38	
BOOKS				
38	Dictionary, Desk, Winston College Edition	Each	1.80	
39	Postal Guides	Each	1.25	
40	U. S. Government Salary Table	Each	0.75	
41	U. S. Government Manual, (Paper Bound)	Each	.75	
BRUSHES, TYPEWRITER				
45	Dusting	Each	0.10	
46	Type Cleaning, Toothbrush Style	Each	0.10	
46A	Combination, Dusting And Cleaning, 2 End	Each	0.26	
47	BRUSHES, MIMEOGRAPH CORRECTION FLUID	Each	0.07	
BULBS, ELECTRIC				
48	Fluorescent, 15 Watt, White, 18"	Each	0.34	
48A	Fluorescent, 20 Watt, White, 24"	Each	0.42	
48B	Fluorescent, 40 Watt, White, 48"	Each	0.58	
CARDS, GUIDE, ALPHABETICAL (25 Subdivisions)				
55	3 x 5, 1/5 Cut, Blue, Plain Tab	Set	0.05	
56	3 x 5, 1/5 Cut, Buff, Plain Tab	Set	0.09	
76	5 x 8, 1/5 Cut, Blue, Plain Tab	Set	0.24	
77	5 x 8, 1/5 Cut, Buff, Plain Tab	Set	0.23	
90	Letter Size, 1/5 Cut, Pressboard, Plain	Set	0.80	
105	Cap Size, 1/5 Cut, Pressboard, Plain	Set	0.93	
77A	5 x 8, 1/5 Cut, Salmon, Plain	Set		
CARDS, GUIDE, BLANK				
58	3 x 5, 1/3 Cut, Blue	C	0.30	
59	3 x 5, 1/3 Cut, Buff	C	0.20	
60	3 x 5, 1/5 Cut, Blue	C	0.20	
61	3 x 5, 1/5 Cut, Buff	C	0.30	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
	CARDS, GUIDE, BLANK (Continued)			
79	5 x 8, 1/3 Cut, Blue	C	1.09	
80	5 x 8, 1/3 Cut, Buff	C	0.72	
80A	5 x 8, 1/3 Cut, Salmon	C	1.09	
81	5 x 8, 1/5 Cut, Blue	C	0.65	
82	5 x 8, 1/5 Cut, Buff	C	0.79	
82A	5 x 8, 1/5 Cut, Salmon	C	0.65	
92	Letter Size, 1/3 Cut, Plain Tab, Collated, Pressboard	C	3.47	
93	Letter Size, 1/5 Cut, Plain Tab, Collated, Pressboard	C	3.67	
99	Letter Size, 1/3 Cut, Celluloid Angular Tab, Pressboard Collated	C	12.00	
107	Cap Size, 1/3 Cut, Plain Tab, Collated Pressboard	C	4.20	
107A	Cap Size, 1/5 Cut, Plain Tab, Collated Pressboard	C	3.42	
	CARDS, GUIDE, DAILY, (1-31)			
62	3 x 5, 1/5 Cut, Blue Liquid Plastic Treatment	Set	0.55	
63	3 x 5, 1/5 Cut, Buff, Liquid Plastic Treatment	Set	0.58	
63A	3 x 5, 1/5 Cut, Salmon, Liquid Plastic Treatment	Set	0.55	
84	5 x 8, 1/5 Cut, Buff, Liquid Plastic Treatment	Set	1.00	
84A	5 x 8, 1/5 Cut, Blue, Liquid Plastic Treatment	Set	1.00	
84B	5 x 8, 1/5 Cut, Salmon, Liquid Plastic Treatment	Set	1.00	
84C	5 x 8, 1/3 Cut, Buff, Liquid Plastic Treatment	Set	0.45	
102A	Letter Size, 1/5 Cut, Pressboard	Set	1.32	
102B	Cap Size, 1/5 Cut, Pressboard	Set	1.40	
	CARDS, GUIDE, MONTHS			
64	3 x 5, 1/3 Cut, Center Position, Buff Liquid Plastic Treatment	Set	0.29	
85	5 x 8, 1/3 Cut, Center Position, Buff, Liquid Plastic Treatment	Set	0.44	
	CARDS, GUIDES, "CHARGE OUT"			
88	Letter Size, 1/3 Cut, Center Position, Salmon (Ruled)	C	3.66	
	CARDS, INDEX			
116	3 x 5, Light Weight, Blue, Plain	C	0.05	
120	3 x 5, Light Weight, White, Plain	C	0.04	
121	3 x 5, Light Weight, White, Ruled On One Side	C	0.11	
122	4 x 6, Light Weight, White, Plain	C	0.07	
129	5 x 8, Light Weight, White, Ruled On One Side	C	0.23	
129A	5 x 8, Light Weight, White Plain	C	0.30	
	CASES, CARD, INDEX			
132	3 x 5, Cardboard, 10" Deep, With Follower Block And Cover	Each	0.52	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
CASES, CARD, INDEX				
133A	3 x 5, Oak, Hanged Cover	Each	0.52	
136	4 x 6, Cardboard, 10" Deep, With Follower Block And Cover	Each	0.65	
138	5 x 8, Cardboard, 10" Deep, With Follower Block And Cover	Each	0.66	
138A	Transfer Cases, Letter Size	Each	1.23	
138B	Transfer Cases, Legal Size	Each	1.38	
138C	Follower Blocks For Pronto Transfer Case	Each	0.35	
138D	Follower Blocks For Oxford Transfer Case	Each	0.36	
CLEANER				
188	Type, 4 Oz. Bottle	Bot.	0.21	
188A	Hand, Duplicator 4 oz.	Tube	0.38	
188B	Hand, Duplicator 1 Lb.	Jar	0.75	
CLIPS				
184	Paper, Ideal #1, Or Equal (1 Doz. Per Box)	Box	0.17	
185	PAPER, Ideal #2, Or Equal (50 Per Box)	Box	0.15	
190	Paper, Gem #1, Or Equal (100 Per Box)	Box	0.04	
193	Binder, Medium, 1/2" Capacity, (1 Doz. Per Box)	Box	0.20	
CLOTH				
195	Cheese 5 Yd. Pkg.	Pkg.	0.19	
196	Dusting, Oil Treated 19 x 27"	Each	0.09	
COVERS				
201	11 x 8 $\frac{1}{2}$, Red Pressboard, 2" Capacity	Each	0.16	
CUPS				
206	Drinking, Paper, 4 Oz. Flat (250 Per Pack.)	Pkg.	0.26	
207	Sponge, Or Pin Glass, Round	Each	0.08	
CYLINDERS				
211	Dictating Machine	Each	0.41	
WAR RELOCATION AUTHORITY				
259	3 7/8 x 8 7/8, White, Franked, "War Relocation Authority", For General Field Use	M	N/C	
259A	3 7/8 x 8 7/8, Sulphate, Franked, "War Relocation Authority", For General Field Use	M	N/C	
269	6 $\frac{1}{2}$ x 10 $\frac{1}{2}$, Kraft, Franked, "War Relocation Authority", For General Field Use	M	N/C	
273	9 $\frac{1}{2}$ x 12, Kraft, Franked, "War Relocation Authority", For General Field Use	M	N/C	
298	9 $\frac{1}{2}$ x 12, Kraft, Messenger, Ruled And Perforated	M	N/C	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. PRICE UNIT PRICE	REVI- SIONS
383	ERADICATOR Ink	Bot.	0.16	
	ERASERS			
385	Rubber, Pencil, Red	Doz.	0.33	
386	Rubber, Ink	Doz.	0.33	
390	Rubber, Typewriter With Brush	Doz.	0.72	
392	Draftsman's Art Gum Type	Each	0.02	
394	Wedgehead, Fro Pencil	Doz.	0.15	
	FASTENERS			
397	Acco #12, Or Equal, 1" Capacity, Fibre Or Metal	Box	0.60	
398	Acco #22, Or Equal, 2" Capacity, Fibre Or Metal	Box	0.66	
	FILES			
405	Bellows, Cloth, Letter Size, A-Z, Open Book Style	Each	0.72	
405A	Bellows, Cloth, Letter Size, 1-31, Open Book Style	Each	0.63	
	FILLER, BINDER			
413	9 $\frac{1}{2}$ x 6, Ruled 3-Hole	Pkg.	0.15	
415	11 x 8 $\frac{1}{2}$, Plain, 3-Hole	Pkg.	0.18	
416	11 x 8 $\frac{1}{2}$, Ruled, 3-Hole	Pkg.	0.19	
417	11 x 8 $\frac{1}{2}$, Heavy, Buff Division Sheets	C	0.28	
	FINDERS			
418A	List, Telephone, A-Z	Set	0.67	
	FLUID			
278	For Ditto Machine, 1 Gallon Can	Gal.	2.50	
533	Correction For Mimeograph Stencils, 1 Oz. Bottle	Bot.	0.30	
	FOLDERS, FILE, MANILA			
431	Letter Size, Heavy, Square Cut	C	1.16	
432	Letter Size, Heavy, 1/3 Cut, Collated	C	0.90	
433	Letter Size, Heavy, 1/5 Cut, Collated	C	0.87	
434	Cap Size, Heavy, Square Cut	C	1.22	
435	Cap Size, Heavy, 1/3 Cut, Collated	C	1.22	
436	Cap Size, Heavy, 1/5 Cut, Collated	C	1.02	
	INDEXES, BINDER			
457	Alphabetical, 11 x 8 $\frac{1}{2}$, 3-Hole Leather Tab	Set	0.31	
	INK, DRAWING			
459	Pigmented, Flack, 3/4 Ounce Fottle	Bot.	0.18	
461	Pigmented, Carmine, 3/4 Ounce Bottle	Bot.	0.16	
465	Ink, Numbering Machine, Black, 2 Oz.	Can	0.36	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
534	INK, MIMEOGRAPH Open Or Closed Cylinder Type, Black, 1 Pound Can	Can	0.83	
468	INK, STAMP PAD Black, 2 Ounce Bottle	Bot.	0.15	
471	Red, 2 Ounce Bottle	Bot.	0.15	
473	INK WRITING, FLUID Blue-Black, 4 Ounce Bottle	Bot.	0.09	
474	Blue-Black, Pint Bottle	Bot.	0.20	
476	Red, 3 Ounce Bottle	Bot.	0.10	
498	LABLES, FRANKED, GUMMED (50 Per Pad) White Paper, "War Relocation Authority", For General Field Use	Pad	N/C	
505	LABELS, WHITE, WITH RED BORDER, GUMMED 2 $\frac{1}{4}$ x 1 $\frac{1}{2}$, (40 Per Box)	Box	0.05	
506	1-3/4 x 1-3/16 (50 Per Box)	Box	0.05	
508	LABELS, GUMMED FOLDER, 3-3/4" Wide (500 Per Box) Blue	Box	0.28	
509	Buff	Box	0.33	
510	Cherry	Box	0.32	
511	Goldenrod	Box	0.30	
512	Green	Box	0.32	
513	Salmon	Box	0.28	
514	White	Box	0.31	
520	LEADS, REGULAR, FOR AUTOMATIC PENCIL, (1 Doz. Per Pkg.) 4" Long, .046" Diameter, Black	Pkg.	0.05	
522	4" Long, .046" Diameter, Blue	Pkg.	0.07	
524	4" Long, .046" Diameter, Red	Pkg.	0.06	
541	MUCILAGE, GUM 2 Ounce Bottles, With Spreader Top	Bot.	0.08	
528	MACHINES Paper Fastening, #3	Each	3.20	
528A	Paper Fastening, Bostitch B-8	Each	0.90	
528B	Paper Fastening, #13 Speed	Each	3.96	
528C	Paper Fastening, Pump	Each	2.14	
568	NOTEBOOKS Stenographer's, Stiff Cover, 6x9, Center Line, Ruled Both Sides	Doz.	0.70	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
569	OIL Typewriter Use, 1 Ounce Bottle	Bot.	0.07	
571	OPENERS Letter, 9" Long	Each	0.09	
	PAD CALENDAR			
572	Small, "Gem" Or Equal, 3 x 3-3/4, Holes On Side	Each	0.21	
572B	3 x 4, Holes On Top, Double Desk Type	Each	0.21	
572C	3 x 4, Holes On Top, Single Desk Type	Each	0.21	
573	Large "Jumbo" Or Equal, 3-3/4 x 6, Holes On Side	Each	0.32	
573A	4 x 6-3/4, Holes On Top, Tear Off Type	Each	0.40	
573B	5 x 8, Holes On Top Tear Off Type	Each	0.52	
	PADS, CHAIR			
576	Hair Or Cotton Filled	Each	0.90	
	PADS, DESK, FOR BLOTTER			
575	19 x 24, Cardboard, Imitation Leather Corners	Each	0.41	
575A	20 x 34, Linoleum, Leather Ends	Each	2.80	
	PADS, FINGER			
578	Rubber, Asst. Sizes	Each	0.05	
	PADS, STAMP			
582	Black-Inked, #1	Each	0.16	
583	Black-Inked, #2	Each	0.25	
585	Red-Inked, #1	Each	0.17	
586	Red-Inked, #2	Each	0.25	
	PADS, TYPEWRITER			
588	Felt	Each	0.61	
	PAPER, BLANK			
589	25% Rag Bond, 40#, 8 x 10 $\frac{1}{2}$, White	R	0.67	
590	Sulphite Bond, 40#, 8 x 10 $\frac{1}{2}$, White	R	0.40	
592	Sulphite Bond, 40#, 8 $\frac{1}{2}$ x 14, White	R	0.73	
592A	Bond, 18#, 8 x 10 $\frac{1}{2}$, White, (Featherweight)	R	0.72	
592B	Bond, 18#, 8 $\frac{1}{2}$ x 14, White, (Featherweight)	R	1.05	
598	Sulphite Manifold, 18#, 8 x 10 $\frac{1}{2}$, Green	R	0.33	
601	Sulphite Manifold, 18#, 8 x 10 $\frac{1}{2}$, White	R	0.25	
602	Sulphite Manifold, 8#, 8 x 10 $\frac{1}{2}$, Yellow	R	0.39	
604	Sulphite Manifold, 18#, 8 $\frac{1}{2}$ x 14, White	R	0.48	
607	Mimeograph, Chemical Wood, 40#, 8 x 10 $\frac{1}{2}$, White	R	0.49	
608	Mimeograph, Chemical Wood, 40#, 8 x 12 $\frac{1}{2}$, White	R	0.47	
609	Mimeograph, Chemical Wood, 40#, 8 $\frac{1}{2}$ x 14, White	R	0.62	
610	Mimeograph, Bond, 40#, 8 x 10 $\frac{1}{2}$, White	R	0.47	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX UNIT PRICE	PRICE REVI- SIONS
	PAPER, BLANK (Continued)			
610A	Mimeograph, Bond, 40#, 8 x 12 $\frac{1}{2}$, White	R	0.62	
610B	Mimeograph, Bond, 40#, 8 x 14, White	R	0.63	
	PAPER, PRINTED LETTER-HEAD, 8 x 10 $\frac{1}{2}$			
602A	Bond, "War Relocation Authority" For General Field Use.	R		
	PAPER, CARBON, TYPEWRITER (100 SHEETS PER BOX)			
697	8 x 10 $\frac{1}{2}$, Black Light Weight, 6 Or More Copies	Box	0.43	
698	8 x 12 $\frac{1}{2}$, Black Light Weight, 6 Or More Copies	Box	0.41	
699	8 $\frac{1}{2}$ x 14, Black Light Weight, 6 Or More Copies	Box	0.40	
700	11 x 17, Black Light Weight, 6 Or More Copies	C	0.91	
701	14 x 17, Black Light Weight, 6 Or More Copies	C	1.37	
703	8 x 10 $\frac{1}{2}$, Black Noiseless	Box	0.55	
703A	8 x 13, Black Standard Weight	Box	0.29	
703B	8 x 13, Black Light Weight	Box	0.52	
697A	8 x 10 $\frac{1}{2}$, Black Standard Weight	Box	0.25	
	PAPER, ADDING MACHINE			
708	2-5/16" Wide	Roll	0.06	
711	3-7/16" Wide	Roll	0.11	
	PAPER, DUPLICATING			
610C	8 x 10 $\frac{1}{2}$, White, 16#	R	0.35	
705A	Carbon Master, 8 x 11 $\frac{1}{2}$ (100 To Box)	Box	2.52	
	PAPER, TELETYPE			
724A	Rolls, 2 Part, Carbon Interleaved	Roll	0.65	
724B	Rolls, White, Single Sheet	Roll	0.65	
724C	Postal, 2 Part, Carbon Interleaved	Roll	0.90	
724D	Western Union, 2 Part, Carbon Interleaved	Roll	0.90	
724E	Duplicating, Teletype (Hectograph)	Roll	2.40	
	PAPER, WRAPPING			
725	Kraft, 36" Wide	Roll	2.97	
725A	Kraft, 24" Wide	Roll	1.90	
	PASTE, LIBRARY			
726	White, In Jars, With Brush and Spreader	Jar	0.28	
	PENCILS, CHECKING, COLORED, THIN LEAD			
734	Blue	Doz.	0.42	
738	Red	Doz.	0.40	
	PENCILS, INDELIBLE, COPYING			
753	Medium	Doz.	0.38	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX UNIT PRICE	PRICE REVI- SIONS
755	PENCILS, STENOGRAPHER, WITHOUT RUBBER TIPS Round, $\frac{1}{4}$ " Diameter, #2	Doz.	0.12	
757	PENCILS, GENERAL WRITING, BLACK LEAD No. 2, Medium	Doz.	0.18	
758	No. 3, Hard	Doz.	0.26	
759	PENCIL POINTERS, SANDPAPER PAD	Each	0.07	
760	PENCILHOLDERS Wood, Assorted Colors	Each	0.02	
768	PENS, WRITING, STEEL Assorted, (1/2 Gross Box)	Box	0.31	
781	Pen Points For Morrisset Pen, Fine	Each	0.40	
781A	Pen Points For Morrisset Pen, Medium	Each	0.40	
781B	Pen Points For Morrisset Pen, Heavy	Each	0.40	
782	PERFORATOR 2 Hole, 3-3/4" C-C, Desk Model	Each	0.86 $\frac{1}{2}$	
782A	Perforator, 1 Hole, 3/8" Hole, Desk Model	Each	0.82	
809	PINS, OFFICE, STEEL, 1/2 LB. BOX	Box	0.12	
810	POLISH For Furniture, Pint Bottles	Bot.	0.20	
811	POSTS Stacking, For Wood Desk Trays	Set	0.30	
813	REINFORCEMENTS, NOTEBOOK Gummed Linen, $\frac{1}{4}$ " Hole (100 Per Box) #2	Box	0.03	
815	RIBBONS Adding Machine, Burroughs Black	Each	0.23	
815A	Adding Machine, Burroughs, Red & Black	Each	0.55	
817	Adding Machine, Underwood Sundstrand Red & Black	Each	0.21	
817A	Adding Machine, Underwood Sundstrand Black	Each	0.23	
817B	Bookkeeping Machine Red & Black	Each	0.55	
820A	RIBBONS, TELETYPE Black Record, Underwood	Each	0.38	
823	RIBBONS, TYPEWRITER, NOISELESS Black Record, Medium-Inked	Each	0.18	
824	Black And Red Record, Medium-Inked	Each	0.18	
824A	Black Record, Remington Standard	Each	0.20	
824B	Black And Red Record, Remington Standard	Each	0.17	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVISIONS
	RIBBONS, TYPEWRITER ROYAL			
826	Black Record, Medium-Inked	Each	0.18	
827	Black And Red Record, Medium-Inked	Each	0.17	
	RIBBONS, TYPEWRITER, L.C. SMITH STANDARD			
829	Black Record, Medium-Inked	Each	0.17	
830	Black And Red Record, Medium-Inked	Each	0.17	
	RIBBONS, TYPEWRITER, UNDERWOOD			
832	Black Record, Medium-Inked	Each	0.17	
833	Black And Red Record, Medium-Inked	Each	0.17	
	RIBBONS, TYPEWRITER, WOODSTOCK STANDARD			
834	Black Record, Medium-Inked	Each	0.17	
835	Black And Red Record, Medium-Inked	Each	0.20	
835A	Ribbons, Typewriter, Electric, Black	Each	0.44	
835B	Ribbons, Typewriter, Electric, Black And Red	Each	0.44	
	RULERS, WOOD			
847	12 Inch	Each	0.02	
848	18 Inch	Each	0.13	
	SHEARS, OFFICE			
857	8 Inch	Each	0.76	
	SHIELDS			
859	Erasing, Metal Or Plastic	Each	0.04	
	SOAP			
878	Hand, Small Cakes, 2 $\frac{1}{2}$ Ounce	Cake	0.04	
	SPONGES, OFFICE			
881	Small, For Three Inch Diameter Cup	Each	0.04	
	STAMPS, DATING			
882	Band, Star #1, Small	Each	0.25	
882A	Band, Star 1 $\frac{1}{2}$	Each	0.25	
882B	STAMPS, RUBBER; "TELEGRAM CERTIFICATION"	Each	1.28	
	STANDS, CALENDAR			
883	For Small "Gem" Pad, 3 x 3-3/4 Punched On Side	Each	0.33	
883B	3 x 4 Double Desk Type	Each	0.36	
884	For Large "Jumbo" Pad, 3-3/4 x 6 Holes On Side	Each	0.40	
884A	4 x 6-3/4 Holes On Top Tear Off Type	Each	0.40	
884B	5 x 8 Holes On Top Tear Off Type	Each	0.60	

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STOCK ITEM NO.	DESCRIPTION	UNIT* OF ISSUE	APPROX. UNIT PRICE	PRICE REVISIONS
	STAPLES, WIRE, FOR PAPER FASTENING MACHINE			
885	For Machines #3	Box	0.61	
885A	For Bostitch B-8	Box	0.75	
885B	For Speed No. 13, 3/8" Leg.	Box	0.26	
885C	For Speed No. 12, 1/2" Leg.	Box	0.33	
888	STAPLE REMOVERS	Each	0.20	
	STENCILS			
599	Mimeograph, Dry Process, 8 1/2 x 18, U.S. #260	Quire	0.89	
889	SUPPORTS, BOOKENDS, STAMPED METAL	Pr.	0.23	
	TABS, INDEX, VISIBLE INSERT TYPE (6 Inch Strips)			
	NOTE: One Package Contains Two 6" Strips			
894	3/8" Wide Clear	Ft.	0.07	
895	3/8" Wide, Blue	Ft.	0.09	
896	3/8" Wide, Green	Ft.	0.09	
897	3/8" Wide, Red	Ft.	0.13	
898	3/8" Wide, Yellow	Ft.	0.13	
899	1/2" Wide, Clear	Ft.	0.13	
900	1/2" Wide, Blue	Ft.	0.09	
901	1/2" Wide, Green	Ft.	0.09	
902	1/2" Wide, Red	Ft.	0.13	
903	1/2" Wide, Yellow	Ft.	0.13	
	TABS, INDEX, GUMMED CLOTH, PLAIN			
905	Dennison's #5, Or Equal (50 Per Box)	Box	0.16	
907	Plain Grey, 6" Strips, 1" Wide	Foot	0.03	
	TABLETS (SCRATCH PADS)			
908	3 x 5 Plain, White	Doz.	0.24	
909	5 x 8, Plain, White	Doz.	0.60	
912	8 x 10 1/2, Ruled, White	Doz.	1.45	
914	8 x 10 1/2, Ruled, Yellow	Doz.	1.30	
	TABLETS, COLUMNAR, 50 SHEETS PER TABLET			
916A	4 Columns, With Name Space, 8 1/2 x 14, Yellow	Each	0.20	
918	6 Columns, With Name Space, 8 1/2 x 14, Yellow	Each	0.13	
918A	8 Columns, With Name Space, 8 1/2 x 14, Yellow	Each	0.21	
920	10 Columns, With Name Space, 14 1/2 x 8 1/2, Yellow	Each	0.17	
921A	11 Columns, With Name Space, 14 1/2 x 8 1/2, Yellow	Each	0.26	
921B	12 Columns, With Name Space, 8 1/2 x 14, Yellow	Each	0.15	
922	13 Columns, With Name Space, 17 x 14, Yellow	Each	0.23	
924	18 Columns, With Name Space, 24 1/2 x 14, Yellow	Each	0.43	
926	25 Columns, With Name Space, 24 x 14, Yellow	Each	0.58	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVISIONS
	TACKS, THUMB, 3/8", SOLID HEAD, 100'S	Box	0.14	
936	TAPE, DRAFTSMAN "Scotch" Masking, Buff, 1" Wide, (60 Yard Per Roll)	Roll	1.20	
937	TAPE, GUMMED PAPER, KRAFT 1 Inch Wide	Roll	0.18	
938	2 Inches Wide	Roll	0.32	
938A	3 Inches Wide	Roll	0.58	
942	TAPE, TRANSPARENT MENDING, PAPER Tape Transparent, Cellulose, 3/4 x 1296"	Roll	0.41	
942A	5/8" Wide, 12 Yd. Spool, Dennison #2	Spool	0.06	
947	TAPE, TELETYPE 11/16 Inches Wide, Oiled Ticker	Roll	0.52	
945	TOWELS, PAPER Hand, Single Fold, 150 Per Pkg.	Pkg.	0.12	
	TRAYS			
946	Ash, Glass, Round	Each	0.08	
948	Desk, Wood-Letter Size	Each	0.70	
948A	Desk, Wood-Legal Size	Each	0.72	
949	Pencil, Pressed Glass, 9" Long	Each	0.28	
	Twine, Wrapping			
950	Cotton, #18, 1/2 Lb. Ball	Ball	0.25	
951	Jute, Soft Finish, Extra Fine Java 10 Lb.	Ball	2.30	
953	WASTEBASKETS, WOOD OR FIBER	Each	0.50	
956	WEIGHTS, PAPER Plain Glass, Round	Each	0.15	

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SECTION - B

NON-EXPENDABLE
PROPERTY

OFFICE EQUIPMENT

1944

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVISIONS
	CHAIRS, OFFICE, WOOD			
	Straight, With Arms, Walnut Finish	Each	9.15	
983	Typist, Posture, Walnut Finish	Each	10.60	
	Swivel, Without Arms, Walnut Finish	Each	11.80	
983A	Swivel, With Arms, Walnut Finish	Each	14.35	
	COSTUMERS			
984	Wood, Walnut Finish	Each	1.70	
	DESKS, FLAT TOP			
985	60 x 34, Double Pedestal, Wood, Walnut Finish	Each	32.70	
	DESKS, SECRETARIAL			
989	60 x 34, Double Pedestal, Left Compartment, Wood, Walnut Finish	Each	34.70	
989A	63 x 34, Double Pedestal, Right Compartment, Wood, Walnut Finish	Each	68.00	
992	60 x 34, Double Pedestal, Right Compartment, Wood, Walnut Finish	Each	33.75	
992A	63 x 34, Double Pedestal, Right Compartment, Wood, Walnut Finish	Each	49.75	
	DESKS, TYPIST			
995	45 x 30, (Stationary Bed) Wood, Walnut, "Victory"	Each	13.20	
526	MACHINE, NUMBERING, AUTOMATIC	Each	10.40	
1015	SCALES, POSTAL, 4 Pound	Each	4.05	
	TABLES			
1007	Stands, Typewriter, 18 x 32, 1 Drawer, 1 Slide	Each	8.68	
1010	Office, 60 x 34, Wood, Walnut Finish	Each	16.40	
995A	TYPEWRITER PLATFORMS (OEM-D-4)	Each	2.50	
1-B	FILE CABINETS, Wood, Letter	Each	27.50	
2-B	FILE CABINETS, Wood, Legal	Each	30.00	

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SECTION - C

PRINTED FORMS

- 0 6 -

1944

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
	FORMS (06)			
	CIVIL SERVICE COMMISSION FORMS			
CSC-12	Residence	C	.196	
CSC-14	Preference	C	.20	
CSC-375	Temporary Appointment, Transfer, Reinstatement Change In Status	C	.12	
CSC-1769	Affidavit As To Number Of Members Of Family In Government	C	.28	
CSC-1890	Requisition For Certification	C	.28	
CSC-1992	Inquiry Regarding Eligible's Availability For Appointment	C	.30	
CSC-2390	Fingerprint Record Card	C	.18	
CSC-2413	Medical Examination	C	.18	
CSC-2473	Establishment Of Date Of Birth In Connection With Civil Services	C	.18	
CSC-2552	Approval - Bond	C	.19	
CSC-2552	Approval - Tissue	C	.217	
CSC-2806	Retirement Record Card	C	.84	
CSC-2806-1	Designation, Change, Or Revocation Of Beneficiary	C	.51	
CSC-2806-A	Dummy For Retirement Form	C	.51	
CSC-2807	Register Of _____	C	.21	
CSC-2807-1	Register Of Adjustments	C	.21	
CSC-2807-2	Annual Summary Of Retirement Fund Transactions	G	.21	
CSC-2865	Request For Service Board	C	.15	
CSC-2888-A	Application For Entry On Emergency Replacement List	C	.12	
CSC-2933-A	Establishment of Date Of Birth	C	.26	
CSC-2968	Classification Pay Scale	C	.20	
CSC-3000	Death Act, Retirement Claim	C	.20	
CSC-3001	Application For Retirement Annuities	C	.20	
CSC-3001A	Application For Joint And Survivorship Annuity	C	.28	
CSC-3002	Application For Retirement Of Account Of Total Disability	C	.22	
CSC-3005	Application For Refund Of Retirement Deductions	C	.13	
CSC-3008	Record Card Of Annuities	C	.28	
CSC-3012	Application For Service Credit	C	.36	
CSC-3037	Statement Of Account Of Overdrawn Annual Or Sick Leave	C	.19	
CSC-3257	Report Of Employment And Payrolls	C	.40	
CSC-3257A	Report Of Employment And Payroll In D. C.	C	.13	
CSC-3257B	(Preference) Report Of Employment And Payroll Outside D. C.	C	.20	
CSC-3267	MEMO TO DOCTOR RE: PHYSICAL EXAMINATION	C	.28	
CSC-3280	Instruction Sheet For CS 3257B	C	.24	
CSC-3420	Signature Card	C	.03	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
	FORMS (06)			
	CIVIL SERVICE COMMISSION FORMS (continued)			
CSC-3471	Election To Make Voluntary Contribution	C	.24	
CSC-3696	Recommendation For Classification Under Exec. Order - 8744	C	.19	
CSC-3758	Request For Transfer Under Section 2 Of Exec. Order - (833 6/26/41)	C	.255	
CSC-3821	Application For Attorney Positions	C	2.08	
CSC-3878	Pink Card Used In Connection With War Service Appointment	C	.21	
CSC-3910	Advantage Of Allowing Contribution To Remain In Retirement Fund	C	.14	
CSC-3916	Attorney Certification Form	C	.15	
CSC-4006	Application Card	C	.20	
	STANDARD TREASURY FORMS			
STF-1	Purchase Authority	C	.276	
STF-1A	Purchase Authority Continuation Sheet	C	.261	
STF-3A	Advice Of Allotment	C	.49	
STF-5A	Notice Of Miscellaneous Incumbrance	C	.23	
STF-7	Requisition For Procurement Division Stock	C	.269	
STF-11A	Signature Card	C	.50	
STF-727	Tax On Telegraph And Telephone Services	C	.30	
STF-827	Advance Report To Collector By Owner Or Lessee Who Operates Any Theatre, Etc.	C	.27	
STF-1655	Agent Cashier's Report Form (3 Sheets Per Set)	Set	.02	
STF-1669	Request For Transfer Of Funds To Disbursing Office Accounts	C	.30	
STF-1686	Signature Card	C	.25	
STF-2254	Individual Authorization Card And Record Of Payroll Allotments	C	.35	
STF-2900	Statement Of Fair Market Value	C	.18	
STF-1737	Bond Issuance Schedule, U. S. Bond Series	C	.15	
STF-1737A	Bond Issuance Schedule, U. S. Bond Series	C	.16	
STF-6599	Certificate Of Deposit	Pad	.026	
STF-6571	Power Of Attorney By Corporation	C	.26	
STF-6569	Power Of Attorney By Individual For Collection Of Checks Drawn On U. S.	C	.30	
STF-B-11-H	Allotment Ledger	C	.24	
STF-B-13	General Ledger	C	.24	
STF-B-13A	General Ledger - U. S. Treasury Account Offices	C	.24	
STF-A-15	Control Recapitulation	C	.24	
	OFFICE FOR EMERGENCY FORMS			
OEM-1	Advise Of Personnel Action	C	3.576	
OEM-27A	Position Description (Field)	C	.20	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
OFFICE FOR EMERGENCY FORMS				
OEM-32	Office Memorandum - 8x10 $\frac{1}{2}$ (100 Sheets Per Pad)	Pad	.159	
OEM-33	Office Memorandum - 5x8 (100 Sheets Per Pad)	Pad	.08	
OEM-40	Requisition For Printing And Binding	Set	.02	
OEM-41	Requisition For Supplies (6 Sheets Per Set)	Set	.02	
OEM-41A	Continuation Sheet For Requisition For Supplies	Set	.02	
OEM-42	Purchase Orders (8 Sheets Per Set)	Set	.03	
OEM-57	Purchase Authority Register	C	.12	
OEM-65	Report Of Material Received (100 Sheets Per Pad)	Pad	.10	
OEM-91	Personnel Transfer Form	C	.12	
OEM-94A	Mail Control Slip	C	.55	
OEM-116	Purchase Delivery Report	C	.12	
OEM-136	Photostat Cast Sheet	C	.12	
OEM-137	Automobile Dispatch	C	.12	
OEM-200	Travel Report-Itinerary	C	.10	
OEM-230	Remittance Register	C	.12	
OEM-294	Inter-Office Memo Coordinator (100 Sheets Per Pad)	Pad	.04	
OEM-392	Transportation Request Accountability Record	C	.59	
OEM-394	Inventory Card (Front And Back)	C	.175	
OEM-527	Advice Of Personnel Action	C	.12	
OEM-565	Property Record	C	.12	
OEM-557A	"Outgoing" Teletype Message Record	C	.24	
OEM-566	Requisitions And Request For Hire Of Public Vehicle	Book	.11	
OEM-574	Status Of Allotments	C	.12	
OEM-588	Requisition For Photographic Work	C	.27	
OEM-603	Obligation And Expenditure Analysis Ledger	C	.22	
OEM-604	Daily Register Of Obligations & Expenditure Transactions	C	2.98	
OEM-605	Payroll For Personal Services	C	5.079	
OEM-617	Analysis Of Obligations & Expenditures As Of	Pad	.12	
OEM-618	Allotment Ledger Control Record	C	2.40	
OEM-621	Classification Survey Control	C	.22	
OEM-627	Statement Of Fund & Cash Control Ledger/ Allotment Accounts	C	.30	
OEM-627B	Report Of Collections By Regional Office	C	.30	
OEM-627D	Statement Of Budgetary Accounts, Limitations By Suffix (Interleaved)	C	.30	
OEM-755	Invoice For Duplicating Requisitions	C	.12	
OEM-718	Travel Memo Books	Book	.05	
STANDARD FORMS				
SF-2	Lease (2 Sheets Per Set)	Set	.02	
SF-3	Estimates Of Appropriation Required	C	.179	
SF-3A	For Use In Preparing Schedules Of Obligations	C	.16	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
	STANDARD FORMS (continued)			
SF-4A	Change In Civilian Personnel	C	.145	
SF-6	Personal History Statement	C	.15	
SF-7	Service Record Card	C	.23	
SF-8	Oath Of Office	C	.22	
SF-14	Telegram-Official Business-Government Rates (100 Sheets Per Pad)	Pad	.12	
SF-14A	Telegram Blanks - 8x10 $\frac{1}{2}$ (100 Sheets Per Pad)	Pad	.15	
SF-17	Report On Probationary Appointee	C	.23	
SF-18	Transportation Request Register	C	.39	
SF-19	Bond Of Indemnity - Advances	C	.18	
SF-22	Instructions To Bidders	C	.14	
SF-23	Contracts - Construction	Set	.01	
SF-24	Bid Bond (Construction)	Set	.038	
SF-25	Performance Bond (Construction)	Set	.034	
SF-25A	Payment Bond (Construction)	Set	.034	
SF-25B	Performance Bond	Set	.03	
SF-25B-1	Performance Bond, Continuation	Set	.03	
SF-25B-3	Performance Bond, Continuation	C	.12	
SF-25C	Payment Bond	Pad	.43	
SF-25C-1	Payment Bond, Continuation	C	.12	
SF-25C-3	Payment Bond, Continuation	C	.12	
SF-26	Driver's Report Of Accident - Enclosed In Kraft Envelope	C	.70	
SF-27	Investigations-Officer's Report	C	.20	
SF-28	Claim For Damages	C	.17	
SF-30	Invitation For Bids	C	.16	
SF-31	Bid Form	C	.16	
SF-32	Contract Forms (3 Sheets Per Set)	Set	.028	
SF-33	Invitation, Bid And Acceptance	C	.15	
SF-34	Bid Bond	C	.48	
SF-35	Performance Bond (100 Sheets Per Pad)	Pad	.33	
SF-36	Continuation Schedule For SF 31 Or 33	C	.16	
SF-39	Request For Certifications	C	.15	
SF-40	Contract For Telephone Service	C	.18	
SF-42	Procurement Of Coal, Government	C	.12	
SF-43	Government Purchase Conditions, Coal	C	.12	
SF-46	Request For; Transfer, Reinstatement, Change In Status	C	.13	
SF-47	Personnel Affidavit	C	.16	
SF-48	Recommendation For Classification (Ramspeck Act & Sect. 1-8743)	C	.18	
SF-49	Recommendation For Classification	C	.25	
SF-50	Changes In Civilian Personnel	C	.16	
SF-51	Service Ratings	C	.19	
SF-52	Efficiency Rating	C	.16	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
	STANDARD FORMS (continued)			
SF-57	Application For Federal Employment	C	.30	
SF-53	Continuation Sheet - Application For Federal Employment	C	.12	
SF-60	Application For Federal Employment (Short Form)	C	.15	
SF-61	Oath Of Office, Affidavit & Declaration Of Appointee	C	.15	
SF-61A	Oath Of Office, Affidavit & Declaration Of Appointee	C	.40	
SF-62	Record Of Request For Approval Of Promotion	C	.15	
SF-63	Personnel Data & Leave Transcript	Pad	.22	
SF-69	Doctor's Voucher	C	.12	
SF-1012	Voucher For Per Diem And, Or Reimbursement Of Expenses, Incident Of Official Travel	C	.36	
SF-1012A	Travel Voucher	C	.33	
SF-1012B	Travel Voucher	C	.16	
SF-1012C	Travel Voucher	C	.14	
SF-1012D	Cash Receipt Book (25 Sheets Per Book)	Book	.02	
SF-1012E	Travel By Motor Vehicle	C	.16	
SF-1013	Payroll For Personal Services	C	.46	
SF-1013A	Payroll For Personal Services	C	.37	
SF-1013B	Payroll For Personal Services	C	.36	
SF-1013C	Payroll For Personal Services	C	.46	
SF-1013D	Payroll For Personal Services	C	.21	
SF-1013E	Payroll For Personal Services	C	.19	
SF-1014	General Ledger	C	.78	
SF-1014A	General Ledger	C	.81	
SF-1014M	Disbursing Office Ledger	C	.48	
SF-1015	Allotment Ledger	C	.50	
SF-1015A	Allotment Ledger	C	.50	
SF-1016	Distribution Ledger (Unruled)	C	.47	
SF-1016B	Allotment Ledger	C	.47	
SF-1017G	Journal Voucher	C	.16	
SF-1019	Account Current	C	.32	
SF-1023	Voucher Distribution Card	C	.57	
SF-1027	Requisition For Disbursing Funds	C	.16	
SF-1028	Government Requests For Transportation	C	.12	
SF-1033	Identification Card	C	.11	
SF-1034	Public Voucher For Purchases And Services	C	.18	
SF-1034A	Public Voucher For Purchases And Services	C	.16	
SF-1035	Public Voucher For Purchases And Services	C	.16	
SF-1035A	First And Follow Sheets Of Form 1034A	C	.18	
SF-1036	Statement And Certificate For Award	C	.16	
SF-1038	Application For Advance Of Funds	C	.20	
SF-1039	Statement Of Advance Of Funds For Travel	C	.12	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
	STANDARD FORMS (continued)			
SF-1041	Affidavit	C	.20	
SF-1044	Schedule Of Collections	C	.16	
SF-1045	Summary Of Collections	C	.14	
SF-1046	Schedule Of Transfers And Refunds	C	.14	
SF-1047	Public Voucher For Refunds	C	.15	
SF-1048	Public Voucher For Refunds	C	.16	
SF-1049	Public Voucher For Refunds	C	.16	
SF-1050	Public Voucher For Refunds	C	.26	
SF-1052	Statement Of Advertising Rates G.P.O.-51120	C	.15	
SF-1053	Advertising Order - G.P.O.-51121	C	.19	
SF-1054	Public Voucher For Advertising - G.P.O.-51122	C	.16	
SF-1054A	Public Voucher For Advertising - G.P.O.-51124	C	.17	
SF-1055	Applications For Payment Due Deceased Or (Incompetent Employees)	C	.26	
SF-1058	Government Bills Of Lading	C	.16	
SF-1058A	Government Bill Of Lading	C	.16	
SF-1059	Government Bill Of Lading	C	.17	
SF-1060	Government Bill Of Lading - Temporary Receipt	C	.15	
SF-1061	Certification In Lieu Of Bill Of Lading	C	.16	
SF-1062	Government Bill Of Lading Extra Sheet White	C	.13	
SF-1062A	Government Bill Of Lading Extra Sheet Yellow	C	.13	
SF-1062B	Government Bill Of Lading Extra Sheet Pink	C	.14	
SF-1064	Schedule Of Disbursements	C	.16	
SF-1067	Public Voucher For Transportation Of Passengers	C	.25	
SF-1067A	Public Voucher For Transportation Of Passengers	C	.11	
SF-1067B	Public Voucher For Transportation Of Passengers Memo Continued	C	.19	
SF-1067C	Public Voucher For Transportation Of Passengers Memo Continued	C	.11	
SF-1068	Public Voucher For Transportation Of Freight And Express	C	.24	
SF-1068A	Public Voucher For Transportation Of Freight	C	.11	
SF-1068B	Voucher For Transportation Of Freight And Express	C	.24	
SF-1068C	Transportation Voucher - Memo - (Continuation Sheet)	C	.11	
SF-1070	Schedule Retirement Fund Credits	C	.14	
SF-1071	Mileage Voucher	C	.21	
SF-1071A	Mileage Voucher	C	.11	
SF-1072	Payroll - Industrial	C	.65	
SF-1072A	Payroll - Personal Services	C	.23	
SF-1072B	Revised (Memorandum For 1072-Revised)	C	.61	
SF-1072C	Revised (Memorandum For 172A-Revised)	C	.23	
SF-1073	Payroll - Industrial	C	.255	
SF-1074	Payroll For Personal Services, Misc.	C	.68	

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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
STANDARD FORMS (continued)				
SF-1074A	Payroll For Personal Service, Misc.	C	.50	
SF-1074B	Payroll For Personal Service, Misc.	C	.57	
SF-1074C	Payroll For Personal Service, Misc.	C	.50	
SF-1074D	Payroll For Personal Service, Misc.	C	.34	
SF-1074E	Payroll For Personal Service, Misc.	C	.29	
SF-1075	Pay Receipt For Cash Payment	C	.08	
SF-1076	Special Per Diem, Etc., Payment G.P.O.-51171	C	.11	
SF-1076A	Special Per Diem, Etc., Payment G.P.O.-51171	C	.11	
SF-1080	Voucher For Adjustments Between Appropriations	C	.16	
SF-1080A	Voucher For Adjustments Between Appropriations	C	.14	
SF-1080B	Voucher For Adjustments Between Appropriations	C	.16	
SF-1080C	Voucher For Adjustments Between Appropriations	C	.16	
SF-1081	Schedule Of Adjustments	C	.148	
SF-1088	Voucher For Adjustment	C	.12	
SF-1089	Schedule Of Advances	C	.15	
SF-1090	Telephone Service Statement	C	.18	
SF-1093	Schedule Of Deductions	C	.15	
SF-1094	U. S. Government Tax Exemption	C	.12	
SF-1094C	U. S. Government Tax Exemption Identification Card	C	.12	
SF-1085	Summary Statement Of Disbursement And Collections	C	.16	
SF-1096	Schedule Of Voucher Deductions	C	.14	
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* Approximate Prices Only. Subject To Revision Without Notice. These Prices Are To Be Used For Estimating And Encumbering Against Division Budgets.

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* Approximate Prices Only. Subject To Revision Without Notice. These Prices Are To Be Used For Estimating And Encumbering Against Division Budgets.

SECTION - D

PRINTED FORMS

- 08 -

1944

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
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OEM-50	Postage Stamp Report	C	.12	
OEM-51	Daily Report Of Tokens Used	C	.10	
OEM-52	Daily Report Of Volume Of Mail	C	.12	
OEM-53	Statement Of Official Matter Free Of Postage	C	.12	
OEM-54	Daily Report Of Use Of Cars	C	.12	
OEM-55	Chauffeur's Daily Report	C	.12	
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OEM-71A	Travel Authorization (Tissue)	C	.20	
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	Single Copy	C	.075	
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OEM-115	Copies Of Transportation Requests	C	.10	
OEM-138	Tickler Form	C	.20	
OEM-139	Status Of Character Investigation	C	.20	
OEM-141	Referral Record	C	.12	
OEM-176	Letterhead, OEM Notice Of Cancellation/ Amendment To	C	.16	
OEM-176A	Paper, Tissue, Notice Of Cancellation/ Amendment To	C	.12	
OEM-181	Transportation Request Record Card	C	.17	
OEM-188	Property Issue Record	Pad	.10	

* Approximate Prices Only.. Subject To Revision Without Notice. These Prices Are To Be Used For Estimating and Encumbering Against Division Budgets.

STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
OFFICE FOR EMERGENCY MANAGEMENT				
OEM-196	Correspondence File Card	C	.025	
OEM-211	Report To Investigation Unit (Employees Who Took Oath)	C	.12	
OEM-229	Invoice	C	.10	
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OEM-260	Discount Date Expires	C	.04	
OEM-262	Service Request Reference (50 Sheet Per Pad)	Pad	.04	
OEM-302	Routing Slip (100 Sheets Per Pad)	Pad	.03	
OEM-325	Certification Of Salary Check Distribution	C	.12	
OEM-329	Personnel Card - 3 x 5	C	.02	
OEM-343	Personnel Action Routing Slip	C	.13	
OEM-376	Advice Of Allotment	C	.13	
OEM-378	Miscellaneous Obligation	C	.14	
OEM-380	Collection Record Card	C	.89	
OEM-379	Disbursement Record Card	C	.30	
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OEM-382	Transportation Request Accountability Record	C	.12	
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OEM-534	1943 Leave Record	C	.185	
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OEM-542	Weekly Progress Report	C	.20	
OEM-560	Voucher Posting Slip	C	.12	
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OEM-563	Progress Report	C	.35	
OEM-563A	Progress Report (Personnel Office)	C	.12	

* Approximate Prices Only. Subject To Revision Without Notice. These Prices Are To Be Used For Estimating And Encumbering Against Division Budgets.

STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
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OEM-563B	Progress Report (Service Operations Office)	C	.12	
OEM-563C	Progress Report (Fiscal Office)	C	.16	
OEM-563D	Report Of Personnel Services And Space Occupied	C	.12	
OEM-564	Notice Of Back Order (100 Sheets Per Pad)	Pad	.10	
OEM-567	Notice Of Classification Change	C	.06	
OEM-568	Notice Of Changes Of Space In Personnel	C	.06	
OEM-569	Changes In Telephone Listing	C	.10	
OEM-570	Quarterly Estimate Of Requirements For Office Equipment	C	.06	
OEM-571	Notice Of Requisition Credit	Pad	.12	
OEM-572	Abstract Of Requisition	Pad	.12	
OEM-573	Inter-Office Transfer Voucher	C	.12	
OEM-578	Daily Production Report - Audit Section	C	.06	
OEM-579	Daily Production Report - Accounting Section	C	.06	
OEM-580	Daily Production Report - Mail Room	C	.06	
OEM-581	Daily Production Report - Payroll Section	C	.06	
OEM-585	Daily Production Report -	C	.06	
OEM-594	Public Voucher For Fees And Mileage Of Witnesses	C	.175	
OEM-594A	Public Voucher For Fees And Mileage Of Witnesses	C	.12	
OEM-594B	Public Voucher For Fees And Mileage Of Witnesses (Continuation Sheet)	C	.087	
OEM-594C	Public Voucher For Fees And Mileage Of Witnesses (Continuation Sheet)	C	.108	
OEM-598	If Travel And Movement Of Household Goods Be At Government Expense	C	.12	
OEM-599	Inventory Of Non-Expendable Property	C	.145	
OEM-602	Transmittal Slip	C	.05	
OEM-607	Lot Sheet	C	.16	
OEM-608	Statement Supporting Appropriations	C	.17	
OEM-611	Daily Record Of Contacts And Activities	Pad	.30	
OEM-612	Report On Employment & Payroll Outside Wash.	C	.12	
OEM-615	Daily Attendance	C	.12	
OEM-619	Encumbrance Register	Pad	.20	
OEM-625	Report Of Adjustments To Expenditure	C	.16	
OEM-626	Report Of Deposits To General Funds	C	.12	
OEM-628	Progress Report, Personnel Office	C	.12	
OEM-631	Progress Report	C	.12	
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OEM-636	Request For Appointment-Bond	C	.12	
OEM-636A	Request For Appointment - Tissue	C	.10	
OEM-637	Personnel Application Control Record	C	.12	
OEM-644	File Sheet Of Federal Bureau Of Investigation	C	.12	
OEM-645	Expedite Sticker	Pad	.03	
OEM-646	Request For Issuance Of Government Bill Of Lading	Pad	.155	
OEM-649	Daily Register Of Transactions	C	.12	
OEM-661	Personnel Action Control	C	.12	

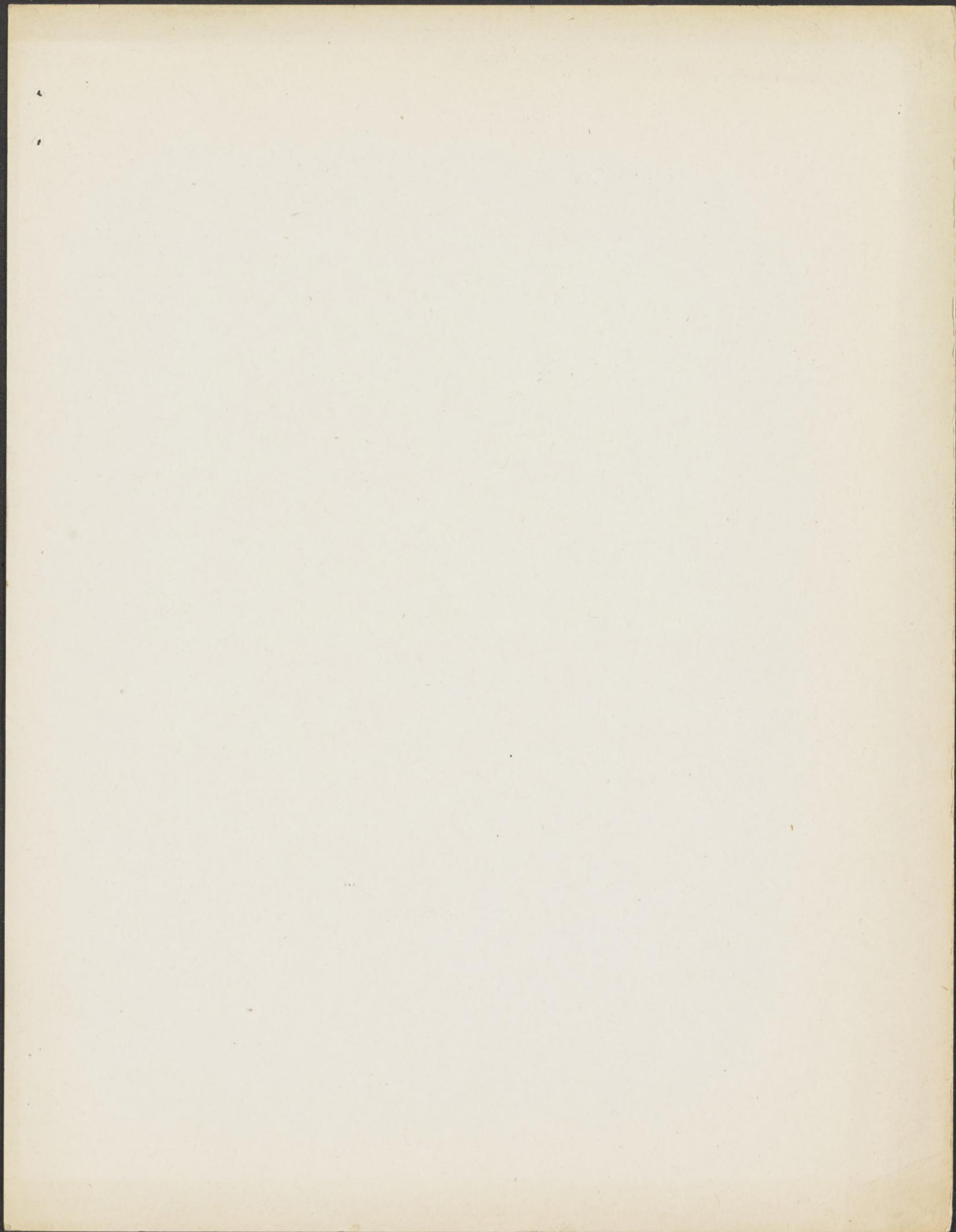
* Approximate Prices Only. Subject To Revision Without Notice. These Prices Are To Be Used For Estimating And Encumbering Against Division Budgets.

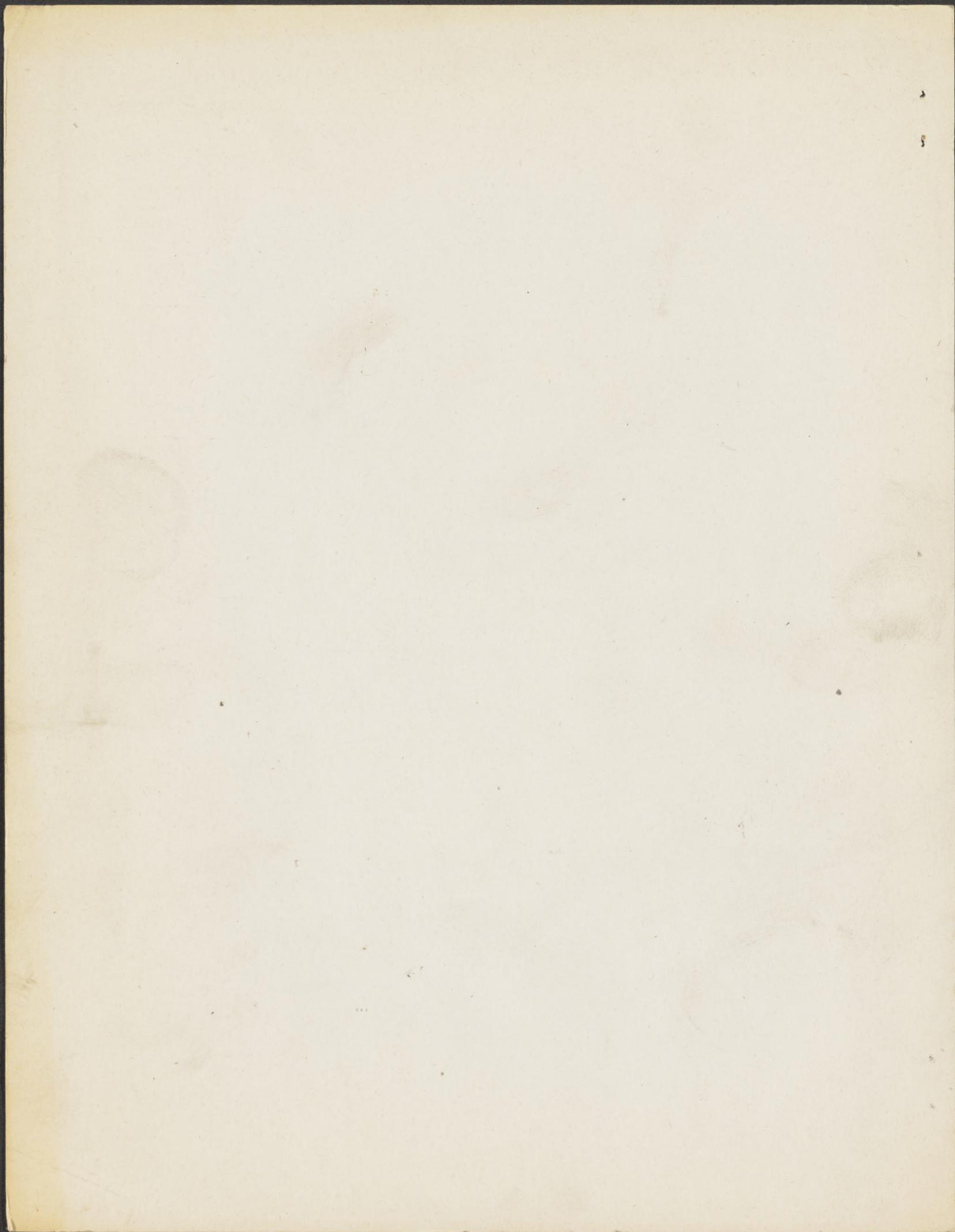
STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. PRICE	
			UNIT PRICE	REVI- SIONS
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OEM-654	Unused Portion Of Tickets Retained By Travelers	C	.12	
OEM-657	Applicant Follow-Up Card	C	.40	
OEM-659	Requisition For Printing And Binding	C	.12	
OEM-664	Check Sheet For Personnel Post Shipments Of Printed Work	C	.12	
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OEM-673	Memorandum Of Agreement For Acquisition Of Space	C	.12	
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OEM-678	Property Survey Report	Pad	.30	
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STOCK ITEM NO.	DESCRIPTION	UNIT OF ISSUE	*APPROX. UNIT PRICE	PRICE REVI- SIONS
	OFFICE FOR EMERGENCY MANAGEMENT FORMS (Cont'd)			
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OEM-753	Request For Change Regarding War Bonds	C	.12	
OEM-756	Regulation Of Procurement & Adjustment Items	C	.12	
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OEM-758	Stockroom Inventory Ledger	C	.29	
OEM-763	Certification Of War Savings Bond Distribution	C	.12	
OEM-765	Ration Banking Invoice	C	.12	
OEM-784	Checker's Daily Assignment Sheet	C	.12	
OEM-786	Daily Outgoing Mail Count	C	.12	
OEM-789	Requisition Register	C	.12	
OEM-790L	Notice Of Efficiency Rating	C	.12	
OEM-792	Report Of Stock Accounts And Inventory	C	.375	
OEM-793	Time Analysis Record	C	.12	
OEM-795	Estimate Of Space And Equipment Requirements	C	.12	
OEM-805	Dummy Copy Of CSC 2806	C	.125	
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OEM-827	Register Of Schedules	C	.375	
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OEM-836	Employee's Retirement Information	C	.225	
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OEM-840	Obligation & Adjustment Journal	C	.67	
OEM-841	Fiscal Office Sales Journal	C	.375	
OEM-842	Equipment Purchase Journal	C	.375	
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OEM-844	Donated & Discovered Equipment	C	.375	
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OEM-846	Transfer Journal	C	.275	
OEM-847	Working Capital Fund	C	.277	
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OEM-849	Statement Of Profit And Loss	C	.375	
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863A				
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SUPPLY CIRCULAR

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| 42. | Claims for Reclamation of Subsistence Supplies; Price List of Perishable Subsistence Items; Post, Camp and Station Inventories; Summer Subsistence Beverages; Claims for Reclamation of Subsistence Supplies. |
| 43. | Report of Subsistence |
| 80. | Bag, Duffel; Conservation of Steel Drums; Blank Forms; Directory of Post, Camp and Station Personnel; Information in connection with Supply of Certain General Supplies Items; Requisition; Earmarking of Excesses; Typewriter Issue and Distribution; Requisition for Clothing and Equipage Items; Confirmation Copy of Requisition; Record of Losses of Subsistence Stores. |

WAR DEPARTMENT
UTAH ARMY SERVICE FORCES DEPOT
QUARTERMASTER SUPPLY SECTION
OGDEN, UTAH

SUPPLY CIRCULAR
NUMBER 40

June 7, 1943

SUBJECT: COFFEE FOR CAMPS, POSTS AND STATIONS

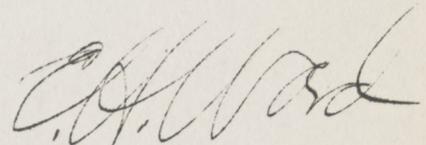
1. The following letter from OCMG, File SPOSS 435, dated May 21, 1943, is quoted for the information and compliance of all concerned:

"It has recently come to the attention of this office that a great many camps, posts and stations are requisitioning roasted and ground coffee while they have in their possession a coffee grinding machine which will grind all or a major part of their requirements. These machines were obtained at great expense to the government and in some cases through the issue of priorities covering critical materials. This office expends huge sums of money in order to obtain for the Armed Forces the best possible grades and types of coffee in the world today. No steps should be left unturned in assuring that the coffee actually served the troops has been handled in the most efficient manner which will assure its freshness and brewing qualities.

"In editing and filling requisitions for coffee from all camps, posts and stations within your regional area, your Depot will see that allowances is made for utilizing the capacity of the coffee grinding machine now in local possession. If the capacity of the machine is not sufficient to take care of all of their needs, that portion which can be ground will be furnished in the roasted whole bean form and the balance will be furnished as roasted and ground coffee. The machines will be utilized at camps, posts and stations for the grinding of coffee for issues to troops and will not be confined for merely resale purposes. Funds have been provided to keep these machines in repair.

"Due to the critical materials involved, requisitions for coffee grinding machines which are now being submitted to this office for approval and supply will be disapproved upon exhaustion of the present supply contracts. Your depot will be notified of this expiration and roasted and ground coffee will be furnished from that date on to newly activated stations."

For the Quartermaster Supply Officer:



E. H. WARD
Major, Q.M.C.,
Assistant

WAR DEPARTMENT
UTAH ARMY SERVICE FORCES DEPOT
QUARTERMASTER SUPPLY SECTION
OGDEN, UTAH

Hughes
Patten

SUPPLY CIRCULAR
NUMBER 42

June 14, 1943

SECTION I CLAIMS FOR RECLAMATION OF SUBSISTENCE SUPPLIES

SECTION II PRICE LIST OF PERISHABLE SUBSISTENCE ITEMS

SECTION III POST, CAMP AND STATION INVENTORIES

SECTION IV SUMMER SUBSISTENCE BEVERAGES

SECTION I CLAIMS FOR RECLAMATION OF SUBSISTENCE SUPPLIES

1. AGO Memorandum No. W30-18-43, dated May 12, 1943, is quoted for information and compliance:

"Posts, camps and stations are submitting to contractors many small claims for reclamation of canned subsistence stores, such claims being based upon damaged or badly bent containers.

"Canned subsistence products are accepted at the contractor's plant after they have been inspected by the Government. Thereafter, such products are moved on Government bills of lading, and any damage resulting while in transit is chargeable to the carrier and not to the contractor.

"All damaged subsistence products subject to reclamation will be carefully inspected by the accountable officer prior to submission of claims for reclamation. Care will be exercised that claims for reclamation are not submitted for damaged products which clearly indicate that such damage was caused while in transit or while being handled at Govt. installations.

"Damaged containers may be issued provided such containers are free from swells, pinholes, breakage in the seams, or any other defect that might render the contents unfit for human consumption."

SECTION II PRICE LIST OF PERISHABLE SUBSISTENCE ITEMS

1. This depot will circulate a price list on perishable subsistence, starting with July 1, in accordance with OQMG Letter, File SPQSS 300.3, dated June 8, 1943, Subject "Price List."

SECTION III POST, CAMP AND STATION INVENTORIES

1. Inventories disclosed stock of the following nature:

June 14, 1943

- a. Items restricted by OQMG Circular Letter No. 48 of March 12, 1943 to overseas use.
- b. Items not authorized for stockage under AR 30-2225.

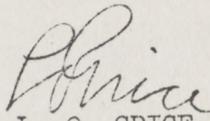
2. It is requested that stations having any of the above mentioned items in stock take the necessary steps to have all such stores consumed promptly. If it is felt that the stock on hand is too great to be properly consumed at the station, these items should be reported to this depot for disposition and instruction stating the age, type of packing and amounts.

SECTION IV SUMMER SUBSISTENCE BEVERAGES

1. Additional summer beverages have been approved in accordance with the following teletypes quoted below:

"FOLLOWING SUMMER BEVERAGE PRODUCTS APPROVED BY THE QMC SUBSISTENCE RESEARCH LABORATORY AS COMPLYING WITH SPECIFICATION CQD NO 128 PETER STEINKELLNER AND COMPANY SAN FRANCISCO CALIFORNIA GRAPE RASPBERRY LEMON AND ORANGE PUNCH POWDERS CHOICE FLAVORS ATLANTA GEORGIA ORANGE LEMON AND PUNCH DASH LITE BEVERAGE BASES"

"UNDER QM CORPS TENTATIVE SPECIFICATION CQD 128, THIS FORMS RASPBERRY AND GRAPE BEVERAGE CRYSTALS HAVE BEEN OFFICIALLY APPROVED. OUR PRODUCT PACKED IN UNITS TO MAKE SEVEN GALLONS FINISHED DRINK AS PER MASTER MENUS JULY AUGUST. OUR PRICES FOB NEW YORK .221 PER UNIT. OUR PRICES DELIVERED YOUR DEPOT .245 PER UNIT, PACKED FORTY UNITS PER COMMERCIAL SHIPPING CONTAINER. THIS OFFER SUBJECT TO OUR ABILITY TO OBTAIN CITRIC ACID UNDER NEW WPB ALLOCATIONS WHICH HAVE NOT YET BEEN ISSUED VAN AMERINGEN HAEBLER INC 315 FOURTH AVE NEWYORK NY."


L. O. GRICE
Colonel, Q. M., C.,
Quartermaster Supply Officer

Patterson

WAR DEPARTMENT
UTAH ARMY SERVICE FORCES DEPOT
QUARTERMASTER SUPPLY SECTION
OGDEN, UTAH

SUPPLY CIRCULAR
NUMBER 43

June 14, 1943

SUBJECT: REPORT OF SUBSISTENCE

1. OQMG Letter, File SPOSS 430, dated June 8, 1943, is quoted for information and compliance:

"It is requested that the following information, consolidated for all posts, camps, and stations in your Depot area, be submitted to this office separately for the months of April, May and June, 1943. The data for April and May will be submitted so as to arrive in this office not later than July 20, 1943. The information requested is as follows:

- a. "Net number of garrison, field or maneuver rations issued and total additions and deductions, per QMG Form 460.
- b. "Total cost of furnishing rations including cash payments on R & S Accounts, per WD Form 373.
- c. "Total during month of cash sales to individuals.
- d. "Total during month of cash and charge sales to organizations in excess of ration credit.
- e. "Money value of approved surveys, certificate of G.L. and D. and other losses to the Government.
- f. "Value of subsistence stores on hand per inventory, adjusted as to price changes.
- g. "Value of stores for which funds have been obligated but not received or included in inventory (f above)."

2. In order that this office may comply with the July 20th date, it will be necessary that the data for June be received at this office no later than July 10, 1943.

Copies sent to:
Hughes
Steward
Niessen

L. O. Grice
L. O. GRICE
Colonel, Q. M. C.,
Quartermaster Supply Officer

WAR DEPARTMENT
HEADQUARTERS
WASHINGTON, D. C.

June 14, 1943

OFFICE OF THE
DIRECTOR

MEMORANDUM FOR THE DIRECTOR

TO: THE DIRECTOR, WAR DEPARTMENT
FROM: [Illegible Name]

1. [Illegible text]

2. [Illegible text]

3. [Illegible text]

4. [Illegible text]

5. [Illegible text]

6. [Illegible text]

7. [Illegible text]

8. [Illegible text]

9. [Illegible text]



Order
Don
7/24/43

ARMY SERVICE FORCES
QUARTERMASTER SUPPLY SECTION
UTAH ARMY SERVICE FORCES DEPOT
OGDEN, UTAH

SUPPLY CIRCULAR
NUMBER 80

31 December 1943

SECTION I BAG, DUFFEL

SECTION II CONSERVATION OF STEEL DRUMS

SECTION III BLANK FORMS

SECTION IV DIRECTORY OF POST, CAMP AND STATION PERSONNEL

SECTION V INFORMATION IN CONNECTION WITH SUPPLY OF CERTAIN
GENERAL SUPPLIES ITEMS

SECTION VI REQUISITION

SECTION VII EARMARKING OF EXCESSES

SECTION VIII TYPEWRITER ISSUE AND DISTRIBUTION

SECTION IX REQUISITION FOR CLOTHING AND EQUIPAGE ITEMS

SECTION X CONFIRMATION COPY OF REQUISITION

SECTION XI RECORD OF LOSSES OF SUBSISTENCE STORES

* * * * * * *

SECTION I BAG, DUFFEL

1. OQMG Letter SPQXK 420 dated 4 December 1943, Subject: Stockage of Clothing and Equipage Items, is quoted for the information and compliance of all concerned:

"Reference is had to OQMG Letter of 12 August 1943, file and subject as above.

"It is requested that the item, Bag, Duffel, be deleted from the items listed in Paragraph 3 of the above-mentioned letter.

"This deletion is made to permit the stockage of sufficient quantity of Bags, duffel, at posts, camps and stations, to provide for issue to troops actually under movement orders. Issues will not be made to alerted troops."

SECTION II CONSERVATION OF STEEL DRUMS

1. OQMG Circular Letter No. 168 dated 30 November 1943; subject as above, is quoted for information and guidance of all concerned:

"Reference is made to War Department Memorandum W850-23-42, dated 3 December 1942, subject: Conservation of Steel Drums and Compressed Gas Cylinders, paragraph 3 of which reads as follows:

"Therefore, all Army installations within the Continental limits of the United States will return promptly all empty, privately owned, re-usable metal containers to the original suppliers. The practice of using these containers for storage purposes will be discontinued so far as practicable, and unconsumed contents will be transferred to Govt.-owned containers prior to the expiration of the contract limit for transfer of title. Every available means will be used to insure the prompt release of these containers to normal circulation."

"It is desired that all Army installations with in the various service commands be instructed to submit requisitions for 55-gallon steel drums to the supplying depot for the area, covering drums required for the storage of liquid petroleum products; and arrange for the immediate transfer to Army owned drums of products now stored in privately owned drums."

SECTION III BLANK FORMS

1. The attention of all concerned is invited to the following War Dept. Circulars:

No. 266 dated 23 October 1943
No. 267 dated 25 October 1943
No. 272 dated 29 October 1943
No. 281 dated 5 November 1943
No. 290 dated 9 November 1943
No. 311 dated 26 November 1943

2. Blank forms listed in the above publications will be obtained by submitting requisitions as described in Pars., 3 and 4, AR 310-200, 1 May 1943.

SECTION IV DIRECTORY OF POST, CAMP AND STATION PERSONNEL

1. A number of stations in this regional area are not complying with letter, this office, Subject: "Directory of Post, Camp and Station Personnel", dated 25 August 1943. It is requested that an

up-to-date list of the principal Quartermaster personnel at each post, camp and station be submitted along with the monthly strength report due at this depot on the tenth of each month as outlined in above mentioned letter. It is important that these reports be submitted to this depot marked ATTENTION: Inventory Control Branch, QMSS.

SECTION V INFORMATION IN CONNECTION WITH SUPPLY OF CERTAIN GENERAL SUPPLIES ITEMS

1. OQMG Letter SPQSG 400 dated 11 December 1943, Subject as above, is quoted for the guidance of all concerned:

"The following information is furnished for the guidance of all concerned in the supply of General Supplies items:

Army Postal Equipment:

Reference is made to Paragraph 1, letter from this office dated 24 November 1943, on the above subject. In so far as the following items of Army Post Office Equipment are concerned, requisitions may be submitted direct by depots to Quartermaster Supply Officer, Savannah Army Service Forces Depot, Savannah, Georgia, or the Quartermaster Supply Officer, Utah Army Service Forces Depot, Ogden, Utah (whichever is nearest to the requisitioning station):

Cabinets, storage, KD, 5 section
Cases, distribution, 81 separations
Desks, distribution, mail, wood, portable

Requisitions will be edited by distributing depots in accordance with the allowances prescribed in Tables of Organization and Equipment. Requisitions received by Savannah or Utah for items "due in" will be placed on back order pending receipt of stock.

Scabbard, Carbine, Canvas, Cal. .30, M1 (34-S-297):

This item has been reclassified as limited standard, as it proved to be unsatisfactory for the purpose for which it was intended. No other type scabbard will replace the Scabbard, carbine, canvas, cal. .30, M1 (34-S-297).

Suit, Dog, Attack (34-S-2850):

Requisitions for Suits, dog, attack, from installations using sentry dogs, are being extracted to this office. All concerned should be informed that this item is issued only to War Dog Reception and Training Centers for use in training dogs. After dogs are trained and assigned to an installation, the Sleeve, dog, attack, is sufficient protection for personnel in the work of keeping dogs sharp, and will be issued for this purpose.

Cans, Water, 5-Gallon (64-C-281):

The critical status of this item will gradually be relieved during the next 30 days. Stocks should be sufficient within 60 days to fill all requirements.

Heaters, Water, Immersion Type (65-J-1911-50):

The situation on this item has improved considerably in the last 30 days. Sufficient deliveries have been received to take care of the more critical orders. It is expected that by the end of January the supply will become normal.

Burner, Oil, Stove, Tent, M-1941 (69-N-1375):

Will continue to be restricted for overseas purposes. The supply of any requirements within the Zone of Interior should not be anticipated.

Outfits, Cooking:

The following will, for the most part, continue to be restricted for overseas purposes:

Outfit, Cooking, One-Burner
Outfit, Cooking, Two-Burner
Outfit, Cooking, Twenty-Man
Stove, Cooking, Gasoline, M-1941, One-Burner

A gradual improvement in the status of these items is anticipated after the first of the year.

Knives, Paring and Peclers, Potato:

These items are on contract. Quantities sufficient to fill all back orders are anticipated by the end of this month.

Trays, Mess, 6 Compartment (64-T-180):

This item has been removed from the restricted list. Requisitions henceforth will be edited by the depots.

Condition Classification of Surplus Property:

There is an apparent confusion in many branches of the Quartermaster Corps as to the correct manner of indicating the proper condition classification of surplus property available for transfer from other Departments of the Govt. This situation is caused by the fact that while the Treasury Department uses the same symbols for property classification the definitions of these symbols are not the same as those prescribed by the War Department.

The two systems are indicated below:

U.S. ARMY (AR 30-2145)	U.S. TREASURY (Procurement Div.)
Class A - New	Class A - New (unused).
Class B - Reclaimed or used property, but still serviceable.	Class B - Slightly used.
Class C - Unserviceable property Condition of which justifies reclamation	Class C - Good (serviceable normal Condition. No refinishing necessary).
Class D - Unserviceable Property not fit for reclamation including waste.	Class D - Fair (serviceable after minor repairs).
	Class E - Poor (serviceable after major repairs).
	Class U - Unknown

All correspondence pertaining to surplus property should clearly indicate which system is used.

SECTION VI REQUISITION

1. Paragraph 2b, AR 35-6540, 31 July 1942, is rescinded.
2. Requisitions to depots will be prepared in accordance with the following instructions:
 - a. As prescribed in orders or special instructions of the Commanding Officer, Army Air Forces, for Army Air Forces supplies and equipment.
 - b. Regular replenishment requisitions for station stock, other than Army Air Forces property, will be submitted monthly unless otherwise authorized by War Department publications or by the Commanding General, Army Service Forces.
 - c. Consolidated weekly requisitions will be submitted for items not stocked at the stations.
 - d. Requisitions for emergency requirements may be submitted as needed, but not more than one emergency requisition for items of a particular technical service will be submitted to a given depot on a single day, except when necessary to obtain equipment needed to equip units under orders for oversea movement, or if directed by the service command concerned. Such requisitions will bear a statement of the

circumstances.

(OQIG Circular No. 328, Dated 17 December 1943)

SECTION VII EARMARKING OF EXCESSES

1. "Messageform Inventory Control Branch, QMSS, file SPQDU 400.291 SC-IC, dated 16 October 1943 is rescinded. Excesses marked on stock status reports will no longer be earmarked as depot stock, as outlined in the above mentioned letter.

2. QMSS Form #144 (Excess Transmittal Report) is now being used, and report of excess is being transmitted with each analyzed station stock status report. When concurrence of the station Quartermaster is received on QMSS Form #144, the established excess is then placed on the depot excess cards, and is used to fill extract requisitions and back-orders.

SECTION VIII TYPEWRITER ISSUE AND DISTRIBUTION

1. All requisitions for typewriters other than those required for initial issue on T/A, T/BA, T/O and E, or T/E will be forwarded through the Commanding Generals, Army Ground Forces, Army Air Forces (Air Service Command) and Army Service Forces (Chiefs of technical services), to the Quartermaster General for necessary action. Requisitions will state the basis of issue, the number on hand, and full and detailed justifications as to need. Reimbursement is not required when the requisitioned items do not necessitate purchase. When requisitions are submitted which require the purchase of equipment, the agency having the requirement will allot funds to cover such purchases in accordance with Procurement Regulation 603.6 (2).

2. The Quartermaster General is authorized to supply on approved requisitions standard (11-inch carriage) typewriters in lieu of long carriage models and portable instead of non-portable machines. This applies to all requirements whether T/A, T/BA, T/O and E, T/E, or special requisition. No requisitions are to be submitted for maintenance, except for essential oversea demands. See section VI, Circular No. 122, War Department, 1943, for maintenance and repair of typewriters.

(Paragraph 4 and 5, OQMG letter Circular No. 218, dated 18 September 1943.)

SECTION IX REQUISITION FOR CLOTHING AND EQUIPAGE ITEMS

1. All requisitions will be routed by posts, camps and stations to the Quartermaster Regional Distributing Depots in whose area of distribution the station is located, except in the following instances when supplies will be requisitioned direct upon the depot as herein indicated:

Nurses Clothing and WAC Clothing

California QM Depot

31 December 1943

Supplemental tariff size clothing and footwear	California QM Depot
Badges and Bars qualifications	California QM Depot
Initial issue of Musical Instruments	Philadelphia QM Depot
Flags other than post, storm and garrison.	Philadelphia QM Depot

"QMG Letter, file SPQSN 400.29, dated 20 October 1943"

SECTION X CONFIRMATION COPY OF REQUISITION

1. It is requested that all copies of requisitions forwarded this depot in confirmation of telephone conversation be stamped or written in Bold Letters across the face "Confirmation Only, Do Not Duplicate."

SECTION XI RECORD OF LOSSES OF SUBSISTENCE STORES

1. Attention is invited to the provisions of paragraph 6, AR-30-2220, which requires a report from each post, camp and station, relative to losses of subsistence stores. Copies of reports of survey which are required by this office for consolidation and recording are not being received regularly.

2. It is requested that a copy of Report of Survey be forwarded to this depot at the time of initiation in order to avoid delay and possible omission. In the event that there are no losses within a given month, it is requested that a negative report be submitted as of the first of the following month.

3. The copy of Report of Survey forwarded this Depot, will be marked: Attention: Subsistence Section, Property Branch, Utah ASF Depot, Ogden, Utah.

For the Quartermaster Supply Officer:

Merton K. LeDBetter
MERTON K. LEDBETTER
Lt. Colonel Q. M. C.
Assistant

Office of the
Director
War Relocation Authority
Central Utah Project
Salt Lake City, Utah

Office of the
Director
War Relocation Authority
Central Utah Project
Salt Lake City, Utah

MEMORANDUM FOR THE DIRECTOR

RE: [Illegible]

[Illegible text]

[Illegible text]

RE: [Illegible]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

Very truly yours,
[Illegible Signature]

[Illegible text]



WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

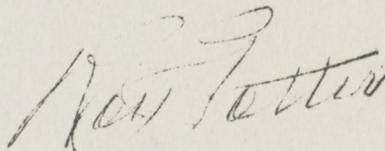
May 22, 1943

TRANSPORTATION & SUPPLY OFFICE MEMORANDUM NO. 3

TO: All Division and Section Chiefs

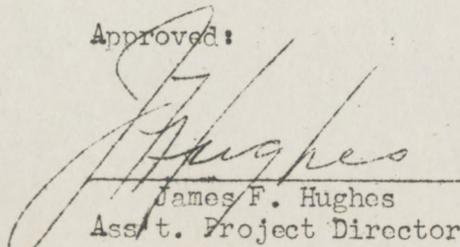
Pursuant to the discussion at the Staff Meeting on Tuesday, May 18th, concerning the control of Passenger Cars, the following procedure will be effective Monday, May 24, 1943.

- (1) All passenger cars will be turned in to the Garage Yard not later than 7:00 p.m. each evening.
Any Division Chief who requires the permanent use of a car on the Project during the evening or for all night service, will apply to Mr. James F. Hughes, Assistant Project Director, for a permit to this effect.
- (2) No passenger car is to leave the Project Area without first registering with the Garage Office, and receiving proper authority.
- (3) All persons planning trips outside the Project Area using a WRA passenger car, will register with the Garage as far in advance of such trip as possible. This, in a great many instances, will enable us to combine two or more planned trips.



Roy Potter
Transportation & Supply
Officer

Approved:



James F. Hughes
Ass't. Project Director

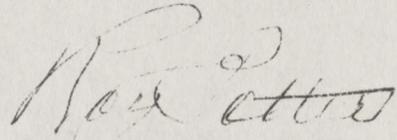
WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

June 11, 1943

TRANSPORTATION & SUPPLY
OFFICE MEMORANDUM NO. 4

TO: All Division Chiefs and Section Heads

- (1) Since several persons who are operating WRA passenger cars are not conforming to instructions set forth in Transportation & Supply Office Memorandum No. 3, dated May 23, 1943, it is necessary to invite your attention to this memorandum.
- (2) Passenger cars in the future will be under the control of the Motor Pool. All contacts concerning this equipment should be made with Mr. E. E. Homer, Motor Pool Supervisor.
- (3) Trip tickets should be made on all passenger cars each day. Please contact the Motor Pool concerning this.


Roy Potter, Chief
Trans. & Supply Dvn.

Meeting on Requisitioning & Procurement

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

December 7, 1943

MEMORANDUM TO: All Section Heads

SUBJECT: Summary of Notes on Meeting of December 3, 1943,
Concerning Requisitioning and Procurement

1. At this meeting all sections and nearly all units of the center were represented and the discussion dealt particularly with standard-stock list items and the preparation of same and establishing the minimum and maximum quantities necessary for center operations. Mr. William Roden of the Procurement Unit has been delegated the responsibility of working with division and section heads in establishing such standard-stock list and also determining the minimum and maximum quantities which will be noted on the Material and Property cards. This information will enable the head storekeeper and Property Control office in preparing necessary requisitions for the maintenance of proper stocks.

The initial requisitions for material and supply which will be prepared with the assistance of Mr. Roden will include a sufficient quantity of all supplies for an estimated 90-day operation and after that date, requisitions will be prepared once each month and presented to the Procurement Unit not later than the 25th of each month.

2. Section and Unit heads were advised that complying with regulations contained in the Supply Handbook, in the future no obligation will be incurred by any personnel other than the Procurement Unit; likewise, the Warehouse will handle all pick-up of supplies and equipment regardless of whether it is procured in Delta or Salt Lake City. This will insure that proper Tally-Ins are made on all purchases.

The Procurement Unit will under no circumstances issue any confirmation Purchase Order in cases where procurement was not first contacted. Few purchases can be classed as emergency but in the event an emergency does occur, contact can be made with the Procurement personnel and proper procedure will be outlined. However, when the Purchase Order is prepared for material or service, a detail statement will be shown on the face of the Purchase Order indicating procedure of purchase.

Proper planning of all programs will enable division and section heads to present requisitions to the Procurement Unit well in advance of the time when the supplies are needed which will enable the Procurement Unit

All Section Heads - 2
December 7, 1943

to contact vendors in a proper manner and obtain competitive bids, and in great many cases will also enable the Procurement to negotiate contracts. It is our experience that generally, contracts have been more beneficial to the operation of government agencies and affords a more controlled method of purchase.

3. One other point which has caused considerable difficulty in the past has been over-shipments on Purchase Order where the amount often exceeds 15% of quantities ordered. In the future, the Property Control and the Warehouse will notify the section interested when an over-shipment is received, and if action is not taken by the section to cover this over-shipment within 10 days from date notified, the Property Control and Warehouse Sections will return the over-shipment to the vendor.

Original Signed by
ROY POTTER

Roy Potter
Supply Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

August 4, 1944

MEMORANDUM TO: Members of the Appointed Staff

SUBJECT: Increase in Milk Prices

On July 1, when the project milk contract was granted to Arden Dairies in Salt Lake City, we asked if they could accommodate us by supplying milk for the Appointed Staff in one quart containers to be shipped on the same truck as the project milk.

It was the understanding at that time that the prices quoted for quarts also included the freight charges to Topaz. We have just received word from the Arden Company's Bookkeeping Department that this was an error and that the prices quoted were F.O.B. Salt Lake, and that they cannot absorb the freight since the price quoted us is the same as the price to retailers in Salt Lake. This makes it necessary to increase the cost of milk $1\frac{1}{2}\%$ per quart retroactive July 1.

We are sorry for this misunderstanding and hope that this adjustment will be satisfactory to everyone since the new price of $13\frac{1}{2}\%$ per quart is the same as the Salt Lake retail price even though the boys here must absorb about $1\frac{1}{2}\%$ per quart freight charges.

Walter Honderich
Walter Honderich
Acting Supply Officer

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Supply

December 14, 1944

MEMORANDUM TO: Mr. Gilbert L. Niesse
Mr. Melvin Robins
Mr. William Hunter
Mr. Roscoe E. Bell
Mr. Doren B. Boyce

As agreed in our meeting in Mr. Niesse's office December 14, the following will become part of our operating policy immediately.

1. ~~The~~ certificate of Receipt and Property and Supply, copies of each purchase order issued will be sent immediately to Property Control; they will not be routed through Finance. This should enable Property Control to clear all emergency items as soon as they arrive.
2. Purchase orders confirming orders placed by telephone will be prepared by Procurement as quickly as possible.
3. Mr. Bennett will check the receiving room ~~tally~~ to determine if any machine parts or other emergency items have not been cleared.
4. In case there is any difficulty preventing immediate clearance of emergency items, Mr. Bennett or the persons who requisitioned these items shall call Mr. Honderich immediately so that he can take whatever steps are necessary to expedite the clearance.
5. On the rare occasions when it is not possible for Procurement to complete the purchase order until the prices are determined. Procurement will give Property Control the purchase order number. Property Control will then identify the items on a memorandum to be attached to the Tally In and issue the parts to the requisitioner after he has signed this memorandum. When the prices are finally determined and the purchase order is issued, the Tally In will be prepared.

It is understood that this last procedure will be used only on the rare occasions where it is not possible to determine the prices on emergency items.

6. All appointed staff persons will be requested to avoid arguments with the resident tally clerks in the warehouse since this only creates bad feelings and does not solve the problem.

ORIGINAL SIGNED BY
WALTER HONDERICH

Walter Honderich
Acting Supply Officer

cc: Mr. Cliff Purcell
Mr. W. Crane
Mr. W. W. Palmer

WH:MK

Bowyer
SPB

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

MEMORANDUM TO: All Sections and Units

SUBJECT: Preparation of Advanced Estimates and Emergency Requisitions

All requests for purchase fall into two general classes, (1) advanced estimates, and (2) emergency requisitions.

I. ADVANCE ESTIMATES FOR SPECIFIC THREE MONTHS PERIODS AS FOLLOWS:

For Use During	Estimates Due in Supply Office
March, April, May	January 15
June, July, August	April 15
September, October, November	July 15
December, January, February	October 15

There are two general classes of items for which advanced estimates are to be submitted, (1) Project Supply Catalog items, and (2) Supply and Equipment items not listed in the Project Catalog.

1. Project Supply Catalog items. The Supply Catalog is divided into sections according to major classifications such as office supplies, janitorial supplies, plumbing supplies, etc., and only these sections are sent to a particular unit that are of interest to that unit.

Space is provided opposite each item for the unit to indicate its estimated requirements for the period designated and each page is in duplicate so that a carbon copy of the estimates and the quantities approved for use by the Supply Officer can be returned to the unit for reference.

The detailed procedure for submitting the estimate is prescribed in a memorandum included with each catalog.

2. Supply and equipment items not listed in the Project Catalog. For the requisitioning of equipment items and supply items not listed in the Supply Catalog, blank forms (PR-49a) similar to those in the Supply Catalog are used. For convenience, these are assembled in duplicate with two additional forms needed by the Supply Section, and carbon papers are inserted.

A complete catalog description is required for each item requested. Additional single sheets are provided so that a rough draft of each order can be prepared onto the padded forms.

Each set of these requisitions submitted must be fully justified and bear the signature of the division head as well as of the requisitioner on a PR-53 form attached.

A route sheet with complete instructions and a check list is to be attached to each set submitted. This is to assure that the requisition is properly and completely prepared.

II. EMERGENCY REQUISITIONS

Emergency requisitions may be submitted at any time but they must be fully justified in accordance with Section 20.6.9 of the Procurement Handbook which follows:

"The word "Emergency" as used in this Handbook is defined as a situation that demands immediate attention to protect health, life or Government Property, or to insure the uninterrupted operation of an essential service. The simple determination that an item is necessary is not sufficient to place it in the category of an "emergency", unless one of the circumstances mentioned above is present. Although failure of a Center to adequately foresee its needs may result in an emergency, it is definitely an indication of non-compliance with a basic WRA policy which stresses advance estimating of supplies and equipment for the planned Center program."

These emergency requisitions are to be submitted on form PR-49a in the same manner prescribed above for items not listed in the Supply Catalog. If items listed on the Project Supply Catalog are requested for emergency purchase they also are to be ordered in the PR-49a form for non-catalog items.

A special Emergency Justification form PR-56 must be submitted in place of the PR-53 used for advanced estimates.

You will receive a supply of these forms and instructions before December 1st for use after that date and are requested to call the Supply Office, Phone 14 for assistance if needed.

Walter Honderich
Walter Honderich
Acting Supply Officer