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December 9, 1944

INSTRUCTIONS FOR DISTRICT OFFICES

I. Contractual services.

When district offices wish to request services which are ordinarily procured through contracts (i.e., storage space, garage space, water coolers, newspaper clipping service, newspaper subscriptions, alterations of space, and construction of furniture) the following rules should be observed:

A. Write a letter (or submit a requisition) to the Area Office describing the kind of service in complete detail, the dates during which the service should be furnished, and any other information describing the service which should be stated in the contract. In addition to the above, the District Office should submit the names and addresses of at least three local vendors who ordinarily furnish the desired services. If the contract is small and the District Office wishes to expedite the preparation of the contract, it is satisfactory to attach letters from at least three local firms which state whether or not the firms are interested in bidding for a contract and the amount they wish to bid.

(Note: In most cases the Area Office requests the Denver Procurement Office to do the actual preparation of contracts, therefore, District Offices should not expect a contract to be drawn up in any less than ten days.)

When the contract copies have been prepared, the Area Office will return them to the District Office with instructions for obtaining the contractor's signature.

Since contracts cannot be pre-dated, District Office should begin negotiations at least three weeks in advance of the date on which it is desirable for service to be started, and in no instance should service be accepted unless a contract is in effect.

II. TPS (Treasury Procurement Service) Contracts.

A. The following items should be obtained on credit cards from authorized TPS dealers:

Gasoline
Oil
Grease
Lubrication
Car washing
Brake fluid
Wheel packs
Globes
Tire repair



These accounts are paid in the following manner in this area. The service station or garage sends the original charge slip to their headquarters office.

The headquarters office prepares an invoice, attaches the original credit slip to the invoice, and submits them to the Area WRA office. The Area Office matches the original credit slips with customer's copies which the driver sends in with his monthly automobile reports, (Forms DI-120 and DI-122), checks customers' copies against the invoice and transmits copies of the credit slips to Washington.

B. When automobiles require parts and mechanical labor which are not included in the above items to be charged by presenting credit cards, the District Office should find a local authorized TPS dealer who is willing to sell the parts and furnish the labor and obtain an estimate for each. The District Office will then prepare a requisition which will include the following information:

1. The contractor's name and address.
2. The TPS contract number in which the dealer participates.
3. The estimated cost of parts which cannot be purchased on Credit Cards.
4. The estimated charge for labor.

The Area Office will determine whether or not there is available budget and will notify the District Office as to whether or not the request is authorized. The District Office will present a copy of this authority to the dealer, who will perform the services and submit a certified invoice in an original and three copies, either directly to the Area Office or to the District Office, whichever the District Office prefers. The Area Office will submit these invoices to Washington for payment after making appropriate fiscal records. The invoices the contractor submits should be in quadruplicate and should bear the following certification, signed on the original copy only:

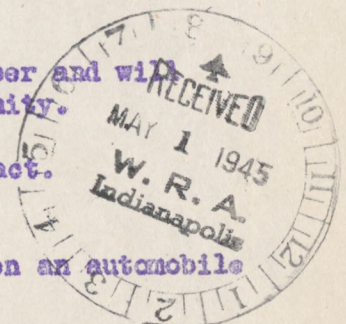
"I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and State or local sales taxes are not included in this amounts bill."

C. If there is no authorized TPS contractor in the vicinity (which is rarely the case) the instructions outlined above will apply with the following exceptions:

1. The requisition will not show a TPS contract number and will state that there is no authorized dealer in the vicinity.
2. The Area Office will arrange for a special contract.
(See "A" above)

Note: If emergency repairs or parts must be furnished when an automobile is in travel status, the following will apply:

- (a) If there is an authorized TPS dealer who can perform the services the driver will authorize the dealer to perform the service and submit invoices.



(b) If there is no TPS contractor available, the driver will secure an invoice in quadruplicate and will submit the invoice and a statement regarding the emergency to the Area Office. The Area Office will issue a confirmation purchase order to place the bill in line for payment.

D. Contracts for Space, Utilities, and Communication services. When District Offices wish to have any changes, additions, or cancellations made regarding the above contracts, they will forward to the Area Office a requisition describing their wishes. The Area Office will then contact the Public Buildings Administration (or the contractor, whichever is appropriate) and arrange for a new contract or an amendment to the contract in effect.

At the present time the Public Buildings Administration is negotiating all this Area's space, utilities, and communication contracts (with the exception of those concerning Western Union, all of which were written by CAS and will continue until July 1, 1945), and are making payment to the vendors. PBA secures reimbursement for payments made to vendors in behalf of WRA by sending 1080 vouchers to the Area Office, which are subsequently sent to Washington for transfer of funds to PBA.

Therefore, as a rule, no payment documents are received from vendors by district WRA offices except those from Western Union. Western Union invoices and copies of messages will be sent to the Area Office where funds are set aside to pay them, messages are checked as to whether or not they pertain to official business, and submission to Washington is made after fiscal recording has been completed.

III. Payment Documents

When a contract exists, either 1034 vouchers in an original and three copies or certified invoices in quadruplicate will secure payment of bills incurred under the contract.

When no contract exists, a purchase order must be issued, either in advance of delivery of goods or service, or in confirmation of them. Purchase orders are prepared by the Denver Procurement Office or by the Area Office.

IV. Bills of Lading

It is very important for District Offices to send to the Area Office any copies of Bills of Lading which they receive.



Clarence Jackson
Ex Sec Indus Cty
Mfg Bgt.

INDUSTRIES

File
Kokomo

FIRM NAME	MANAGER	PRODUCTS -- PRE-WAR
<u>Continental Steel Corp.</u> 1109 S. Main	D. A. Williams	Sheets, Wire, Fence, & Nails
<u>Haynes Stellite Co.</u> 725 S. Lindsay	F. T. McCurdy	Precision Instruments, Tools
<u>Delco Radio Division, G.M.</u> 1446 S. Home	B. W. Cooper	Radios & Carburetors
<u>Chrysler Corp.</u> 1103 S. Home	W. G. Tunis	Transmissions
<u>Kingston Products Corp.</u> 1415 N. Webster	M. E. Zimmerer	Stokers, Carburetors, Toys
<u>Sterling Co.</u> 1723 N. Washington		Cotton Garments
<u>Globe American Corp.</u> 101 E. Broadway	A. P. Chester	Stoves & Furnaces
<u>Hoosier Iron Works</u> W. Morgan	M. B. Falvey	Iron Castings
<u>American Radiator & Standard Sanitary Corp.</u> 2025 N. Wabash	Sig B. Kling	Plumbing Fixtures
<u>Kokomo Sanitary Pottery</u> 2500 N. Union	C. L. Williams	Plumbing Fixtures
<u>Superior Machine Tool Co.</u> 329 E. Firmin	W. S. Carlston	Springs, Drills, Mch. Parts
<u>General Electric Co.</u> 1121 E. Vaile	A. K. McCullom	
<u>American Art Alloys</u> 1142 S. Main	J. P. Fredrick	Dirilyte Tableware
<u>Kemp Bros. Packing Co.</u> 106 E. Lordeman	Walter Kemp	Canners - Tomatoes
<u>Turner Manufacturing Co.</u> 404 W. Superior	E. W. Turner	Timers, Weights
<u>Midwest Plating & Chemicals Corp.</u> 1509 N. Washington	A. W. Young	Plating & Rust Proofing
<u>Kokomo Bale Tie Co.</u> 101 W. North	Rulo S. Conrad	Baling Ties
<u>General Playground Equip.</u> 1133 S. Courtland	Walter Edwards	Playground Equipment
<u>Kokomo Opalescent Glass</u> E. State at Market	H. E. Wright	Cathedral Glass
<u>Pittsburgh Plate Glass</u> 1120 E. Vaile	C. J. Bristow	Modernistic Store Fronts
<u>C. I. Togstad Co.</u> 321 S. Union	L. O. Williams	Toilet Articles, Food Products
<u>National Mitten Works</u> 212 E. Superior	H. C. Davis, Jr.	Gloves & Mittens
<u>Kokomo Ready Mixed Concrete Corp.</u> 620 W. Deffenbaugh	C. W. Botts	Ready Mixed Concrete
<u>Mills Auto Equip. Co.</u> 824 E. Elm	C. W. Mills	Auto Parts
<u>Michener Machine Shop</u> 316 S. Washington	H. Michener	Machine Products
<u>Goudy Bros. Boiler Co.</u> 1525 N. Market	C. T. Goudy	Boilers
<u>Kokomo Machine Co.</u> 324 S. Washington	P. O. Gibson	Machine Products

CHAMBER of COMMERCE of KOKOMO, IND.

Graham

WAR RELOCATION AUTHORITY
634 Circle Tower Building
Indianapolis 4, Indiana

No. 1
July 30, 1945

NEWSLETTER FROM INDIANAPOLIS

Indianapolis, Ind. — Mrs. Joe Katagiri, formerly of Puyallup Assembly Center and Portland, Oregon, left Indianapolis last week after three years of residence here. Just before leaving, she gave birth to a baby girl. She will reside in Arlington Heights, Illinois, with her husband's family until her husband, Corporal Joe Katagiri, is released from the Army. His parents, Mr. and Mrs. C. Katagiri, formerly of TULE LAKE and Kent, Wash., relocated to Arlington Heights several years ago.



AREA SERVED BY
FIELD OFFICES
OF
EVACUEE PROPERTY OFFICE
IN
CALIFORNIA

