

L. Will  
April 2, 1943

## PROJECT DIRECTOR'S BULLETIN NO. 50

Effective April 5, Warehouse No. 2 will be a part of the evacuee property program and no longer a unit of the Warehousing Section. Any Division which has the initiation of evacuee leave of any character where under Administrative regulations the persons granted such a leave are entitled to transportation of baggage or personal effects, will prepare a written notice to the Evacuee Property Officer setting forth the name of the individual or head of the family, the type of leave granted, the authority for such leave and the approximate amount of baggage or personal effects to be transported.

The evacuee shall take this notice to Warehouse No. 2.

Upon receipt of the request Warehouse No. 2 shall pick up the baggage and shall weigh the shipment.

At this point all shipments shall be divided into two parts:

1. Those which can be shipped under the regulations without any additional payment by the evacuee.
- 2- Those the weight of which exceeds the amount allowed free shipment by W.R.A. In this case the evacuee will be required to make a deposit to cover the excess weight.

In those cases where under the regulations the entire shipment can be transported at W.R.A.'s expense, the Evacuee Property Officer will file with the Procurement Officer a written request for a government Bill of Lading, showing the destination, the number and type of each package and the weight. After the Bill of Lading is prepared by the Procurement Officer, it shall be returned to the Evacuee Property Officer, who will make all arrangements for the shipment. After the shipment has been made, the Evacuee Property Officer will make distribution of all copies of the Bill of Lading, making certain that one copy is sent to the Finance Section so that the freight charges can be set up as an obligation.

In those cases where the weight of the shipment is in excess of that allowed under Administrative regulations, the Evacuee Property Officer shall prepare a statement as to the amount needed to pay the excess costs. He shall then forward his request for Bill of Lading, with a statement of the

amount of the excess cost, to the Finance Department. He shall advise the evacuee to report to the Finance Department to make the payment for the cost of the excess. When the evacuee visits the Finance Department, collection will be effected of the amount certified by the Evacuee Property Officer, at which time the Finance Department will forward a request for the Bill of Lading, with a statement that the amount necessary to cover the excess has been deposited. Upon receipt of the request for Bill of Lading, and the statement from the Finance Department that the necessary funds have been deposited, the Procurement Officer will issue the necessary Bill of Lading and return it to the Evacuee Property Officer, whose duty it shall be to see that the shipment is made and that the various copies of the Bill of Lading are distributed to the proper places, being certain that one copy be forwarded to the Finance Section so that the proper obligations may be set up.

*Ralph P. Merritt*

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