

March 31, 1943

L. wells

Subject: Master Control sheets for Property Control

There has been considerable criticism of Property Control and Warehousing on the premise that supplies were received in the warehouse and neither the warehouse or Property Control notified the Section for which the supplies were ordered.

Effective at once there will be established immediately in each Section or Unit, as may be decided by the Section Head, a numerical requisition register. For the time being we will use the form WRA Regional Office Numerical Requisition Register. Each Section or Unit will keep this register of all requisitions submitted by it on the WRA-7. The unit or section will put in the upper left-hand corner of WRA-7 their requisition number and in posting it to the register will post this number in column three headed Project Requisition Number. This section or unit number should be preceded by the initial of the Section or Unit. When the five copies are sent to Property Control, the fifth copy will be numbered and returned to the Unit with the Project Number on it, which number will be posted in column one. When purchase order or purchase orders are written against the requisition, a copy will be sent to the Unit and this number should be posted in the column headed P.O. Numbers. When the supplies are received, the Warehouse Section will send to the Section or Unit affected a copy of the talley-in and this number will be posted in the last column, thus giving a complete history of the requisition.

Two Master Registers will be maintained, one in Property Control, the other in Procurement. Thus, at any time any Section or Unit, by consulting Property Control or Procurement, can ascertain the status of a particular requisition by referring to the two master requisition controls.

It is mandatory that each Section or Unit maintain these registers. Sufficient forms can be secured from the office of the Administrative Officer.

In this connection, your attention is invited to the fact that to be properly processed, requisitions should be dated. They should show below the first dividing line the Division, Section, or Unit to whom the supplies are to be delivered. They should be signed on the line provided after the second division line by the Section or Unit Head requesting the services or supplies and a complete description of the articles should be placed under Description of Articles. The cost accounting number must be shown with the quantity and the unit price. If there is a known source of supply, it will be helpful to Procurement if this is shown on the requisition. In cases of articles consisting of critical materials or which are for large amounts, a complete justification should be shown.

Ralph P. Merritt
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