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Feb 1951
Library

16 April 1951

MEMORANDUM FOR: CHIEF OF PROCUREMENT

THROUGH: Assistant Director, CD

FROM: Chief, CIA Library, CD

SUBJECT: Book Procurement, 5 February - 31 March 1951

1. The statistical table presented below summarizes overt domestic Book Procurement activity in the CIA Library from February 5 to March 31, 1951:

	Month	Orders Placed	Orders Received (Items)	Cost
PURCHASE) ORDER) ACTIVITY)	Feb.	157	143 (624)	\$1440.71 ✓
	Mar.	315	68 (82)	\$424.66 ✓
PETTY) CASH) PURCHASES)	Feb.	270	270 (536)	\$1,510.14
	Mar.	677	677 (1,317)	\$4,160.82

2. Petty cash purchases have reduced the procurement time for publications available locally to a bare minimum. The library makes daily pick-ups from 6 or 7 booksellers and keeps only the few essential records required by Fiscal Division. To make the pick-ups, the Library has had the part-time use of a messenger detailed to it by Administrative Services. This arrangement was made by your Office, according to paragraph 2 of your Memorandum of 30 January 1951 to the AD/CD. Recently, the use of this messenger was withdrawn and it is therefore requested that some other facility be provided by the Procurement Office.

3. The Staff of the Order Section reports that aside from the messenger situation, no serious procedural problems have arisen during this initial period, due, in large part, to the excellent cooperation received from members of your Office. Miss [redacted], in particular, was most helpful and efficient during the two months of her detail to the Section.

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JB:pnb
14 Apr '51

cc: Addressee - orig. & 1
AD/CD - 1
Chf., Book Branch, CIA Ly., CD - 1

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Advisor for Management - 1

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