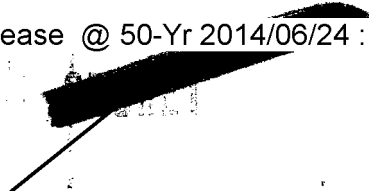


SR-5-38-2

Enclosed
 Class. Changed To: TS S C
 Form 10-2-
 BY:



Nov 27 1976

TO: Acting Deputy Director (Administration)

SUBJECT: New Order-Invoice-Voucher Form

1. PROBLEM -

The new Order-Invoice-Voucher for use by Government Agencies is prescribed in sets of six copies. Nine copy sets are needed for the administration of the Agency's purchases.

2. FACTS BEARING ON THE PROBLEM -

- a. GSA Regulation 1-11-217 stipulates that "Additional parts, creating more than six-part sets, must be authorized in writing by the Head of the Department or Independent Agency, and be based on a complete study which fully justifies the necessity for each additional part. These findings and determinations must be on file in the Agency and available to representatives of the GSA and GAO."
- b. Tab A is the study justifying the need for additional three copies to bring the Order-Invoice-Voucher to a nine-part set.
- c. Purchase Order Form 36-1, presently in use by the Agency, and valid until July 1954, is composed of ten parts.

3. CONCLUSIONS -

It is believed that the attached study justifies the usefulness and need of each additional copy for the efficient administration and continuity of method in the Agency's purchases.

4. ACTION RECOMMENDED -

That three additional copies of the Order-Invoice-Voucher Form be authorized for use by this Agency, and that the study be returned to the Logistics Office for maintenance on file to be available to representatives of GSA or GAO.

STAT



JAMES A. GARRISON
Chief of Logistics

STAT

Document No. 603
 Change in Class.
 Declassified
 Class. Changed To: TS S C
 28 NOV 1976 By: 015



APPENDIXES -

Tab A - Study Justifying Additional Parts of Standard Form 147 and 148

Appendix 1 - Standard Form 147

Appendix 2 - Standard Form 148

Appendix 3 - Typical Procedure for Standard Form 147

CONCURRENCE -

Date 4 Jul. 1954

19 [Redacted Signature]

GSO/Forms Control Officer

ACTION BY APPROVING AUTHORITY -

Date APR 1 1954

Approved (~~disapproved~~), exceptions, if any.

151

L. K. White

Acting Deputy Director (Administration)

- 1- PD Off. file
 - 1- LO File
 - 1- GSO/Forms Control Off.
 - 1- Signer's copy
 - 3- DDA - Chrono
- Subject [Redacted]