

STUDY JUSTIFYING ADDITIONAL PARTS OF
STANDARD FORMS 147 and 148

1. In order that purchase operations of CIA can be accomplished with the desired degree of efficiency, it is required that authorization be granted to use the nine-part set of Standard Order-Invoice-Voucher Form.
2. The following factors create the need for three additional copies, over and above the GSA proposed five copies plus one voucher:
 - a. Copy 6 - Expeditor File - The timely receipt of equipment is of primary importance to the Agency since it may affect the planning and ultimate success of Agency projects or classified operations. In order to furnish the operational divisions with current information concerning the status of requested materiel, the expeditor copies, filed by due date, insured follow-up action. Prior to the use of an expeditor file, an additional employee was required in the Administration Branch, to perform the necessary follow-up action by use of a card index system.
 - b. Copy 7 - Vendor File - This additional copy is filed under the name of the contractor or commercial concern. It is beneficial to Procurement Officers for reference, for identification purposes, and for supplying statistical information. This file makes immediately available the following information:
 - (1) The total purchases from any one vendor over any given period.
 - (2) The purchases made from small business, in accordance with Government policy.
 - (3) Comparisons of prices, discounts and procurement lead time.
 - (4) The means for identifying the purchase order number for packages which are received at the warehouse without the order number, and for answering inquiries where the requisition number is not known.
 - c. Copy 8 - Property Accounting Copy - This copy is furnished in most Agencies from the reproduced copies that are made in the warehouse since the property accounting function is usually decentralized down into the warehouses. This Agency has a centralized property accounting branch which processes Agency purchase orders for materiel located at several warehouses.

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The [] warehouse could not adequately furnish the Property Accounting Branch with a copy of the purchase order. The delay in receiving the copy from the various warehouses would not permit the property accounting function of the Agency to adequately support the "due-in" records which are posted by machine. It is more efficient for the Procurement Division which is adjacent to the Property Accounting Branch, to have an extra copy for distribution.

- d. Copy 9 - Budget Requisitioning Office - This additional copy serves a dual purpose. It enables the Budget Officers of the various operating divisions to obtain realistic financial data. When requisitions are submitted, estimates are used by the Budget Officers, but upon receipt of a copy of the purchase order with firm prices included, project expenditures are more readily controlled. This same copy is also used to inform the requisitioner of expected delivery dates, prices and packaging instructions. The requisitioning office also uses the information when preparing future requisitions.
3. The attached Appendix 1 is the requested set of Standard Forms 147 required by this Agency.
4. The attached Appendix 2 is the requested set of Standard Forms 148, Continuation Sheet, and shall be used with Standard Form 147 when continuation sheets are required. It shall be used in the same number of copies as SF-147.
5. The attached Appendix 3 indicates the typical procedure for Standard Form 147 which shall be used by the Agency when the present stock of Form 36-1 is exhausted.
6. Standard Forms 147 and 148 will be utilized both in sets that are overprinted with the Agency's name and in sets that are not overprinted. Security factors determine which set of Form 147 will be utilized .