

<b>GENERAL SERVICES ADMINISTRATION</b> <b>REPORT OF ELECTRICAL TYPEWRITERS</b> <b>IN USE</b>		DEPARTMENT OR AGENCY General Intelligence Agency BUREAU, OFFICE OF SERVICE Office of the Comptroller	
See reverse for instructions		ORGANIZATIONAL UNIT (Name and location of unit having physical custody of machine) Technical Accounting Staff	
LOCATED (Check one) <input checked="" type="checkbox"/> IN UNITED STATES <input type="checkbox"/> OUTSIDE UNITED STATES (Check one) <input type="checkbox"/> RENTED <input checked="" type="checkbox"/> GOVERNMENT-OWNED (Check one) <input type="checkbox"/> USED IN POOL <input checked="" type="checkbox"/> USED OUTSIDE POOL		APPROPRIATION TITLE	
TYPE OF MACHINE Electric Typewriter			
MAKE (Name of manufacturer) IBM			
CARRIAGE LENGTH (Platen in inches) 12"	NUMBER OF MACHINES INCLUDED IN THIS REPORT 1	AVERAGE NUMBER OF HOURS USED PER WORK DAY DURING PAST YEAR (If report covers machines in a pool, enter total hours used per day for all machines)	
COST (If report pertains to Government-owned machines)		\$ 350.00	
ANNUAL RENTAL (If report pertains to rental machines)		\$	
TYPE OF WORK (Enter time used for each of the following types)		AVERAGE NUMBER OF HOURS USED PER WORK DAY DURING PAST YEAR	
A. CONTINUOUS FORMS OR INVOICE PREPARATION		--	
B. STENCIL OR REPRODUCTION WORK		--	
C. MULTIPLE COPIES (10 OR MORE)		--	
D. STATISTICAL OR TABULAR		--	
E. COPY OVER 15" IN WIDTH		--	
F. CORRESPONDENCE		3	
G. OTHER (Specify) Regulations and Accounting Procedures & Forms		5	
H.			
I.			
J.			
K.			
L.			
REMARKS The Technical Accounting Staff has the responsibility for drafting of all Agency accounting regulations, procedures and forms which necessitates many copies of these documents being typed for the information of and working collaboration with interested Agency components.			
PREPARED BY (Signature)		DATE PREPARED 5 October 1953	

Approved For Release 200

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## INSTRUCTIONS

Electrical typewriters include all electrically-operated machines (except bookkeeping and billing machines) which have the general appearance of typewriters, are used for producing printed characters as a substitute for writing, and have a keyboard, depression of keys serving to impress a type upon the paper through the medium of an inked or carbon ribbon. Examples are vari-typers, hectowriters, proportional spacing machines, etc. (See Comptroller General's decision B-78978 of September 2, 1948.)

Separate reports will be submitted for each machine except when machines are assigned to a typing pool and are all used for substantially the same types of work. In these cases a report will cover all machines of the same type, make and carriage length, except, that separate reports must be submitted for (a) rented machines and (b) Government-owned machines.

Machines located in Continental U. S. will be reported separately from those located in Territories, Possessions and Foreign Countries.

If report pertains to rented machines, show appropriation chargeable.

If report pertains to Government-owned machines, show the appropriation or other budget identification of the program for which the machine is used.

The possibility that the work done by a machine during any given period of time may fall within more than one of the type of work categories listed is recognized. In such case, the average hours of work should be entered opposite the type of work which is considered most important. The hours of such work should not be entered opposite any other type of work category. The total of the entries on lines A through L shall equal but not exceed the number of hours shown as the "Average Number of Hours Used Per Work Day During Past Year."

The amounts shown will be actual costs, or appraised value (preferably at date of acquisition) if actual cost is not reasonably ascertainable. Costs will be reported to the nearest dollar.