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13 April 1953

MEMORANDUM FOR: Chief, Administration Staff, DD/P
 Chief, Logistics Office
 Chief, General Services Office
 Auditor-in-Chief
 Acting Chief, Finance Division
 Comptroller

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FROM : Chairman, Steering Committee

SUBJECT : Financial and Accounting Procedure for Property

1. Reference is made to memorandum dated 18 March 1953 from the Deputy Comptroller, Subject: Property Accounting Procedures, which requested clearance of the procedures attached thereto.

2. Clearance has been received from all interested offices and arrangements are being made to reproduce an initial supply of copies for distribution to the offices affected by the procedure.

3. The Steering Committee established for directing the activities applicable to Financing the Procurement of, and Accounting for, Operational Materiel concluded at a meeting held on Thursday, 2 April 1953, that it would be advisable to have the property procedures installed for Zone of Interior operations by the Logistics Office, Comptroller's office and General Services Office as of 1 May 1953. Accordingly, it is requested that each office indicate concurrence in the recommended date and that arrangements be made to gear internal operations and procedures to accomplish this objective.

4. Representatives of the Comptroller's office will be made available to discuss operating mechanics and answer any questions pertaining to the procedures for effecting financial control over

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