

DOMESTIC OPERATIONAL
PROCUREMENT

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29 January 1952

MEMORANDUM

TO: ADPO
Attn: Chief, Admin.
ADPC
Attn: CA
Chief, Procurement Office
Chief, Finance Division

INFO: ADPA(s)
Comptroller
Auditor

FROM:

[Redacted]

STAT

SUBJECT: Domestic Operational Procurement

REFERENCE: Task Force Memo 7 December 1951, same subject

1. Forwarded herewith is a revised procedure which represents a consolidation and compromise of the various suggestions made in reply to the reference memo.

2. Inasmuch as the attached carries the essential concurrence of the action offices addressed it shall become operative upon receipt.

3. It is recommended that appropriate intra-office insurance be made. As desired, the operating offices should establish further internal control on the exercise of this authority.

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MEMORANDUM

TO: Chief, Procurement Office

FROM:

SUBJECT: Domestic Operational Procurement

1. An accounting for travel or operational advance or claim for reimbursement has been submitted to the Finance Division by _____ (name of originator) of _____ (division, office).

2. Included in that accounting is the following purchase of supplies and/or equipment:

- a. Description _____
- b. Date acquired _____
- c. Price _____
- d. Purpose and Justification _____
- e. Project to be charged _____

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[Redacted box]

Signature of Originator

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