



Interoffice Communication

To R. W. Seymour
From J. H. Brunson
Date February 21, 1984
Subject LAKE CHARLES VCM PLANT PRINTED FORMS SCHEDULE

Our current inventories and estimated reorder dates for the subject forms are attached. If further information is needed please call me.

A handwritten signature in cursive script that reads "J. H. Brunson".

J. H. Brunson
Office Manager

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LAKE CHARLES VCM

<u>Form</u>	<u>On Hand</u>	<u>Projected Reorder Date</u>
Gummed Mailing Label, First Class	<u>1 Pad</u>	<u>3 mo.</u>
Gummed Mailing Label, Fourth Class	<u>4 Pds</u>	<u>12 mo.</u>
1-1S: Letterhead, Bond	<u>6 Boxes</u>	<u>12 mo.</u>
1-1-2S: 2nd Page Letterhead, Bond	<u>-0-</u>	<u>1 mo.</u>
1-2S: Interoffice Communication	<u>8 Boxes</u>	<u>12 mo.</u>
1-2X1: Interoffice Communication Continuous	<u>-0-</u>	<u>1 mo.</u>
Personalized Memo Pads (100/pad)	<u>—</u>	<u>—</u>
2-12: White, Plain 4 1/8 X 9 1/2	<u>6 Boxes</u>	<u>12 mo.</u>
4-1X2: Request for Check	<u>200</u>	<u>60 mo.</u>
4-2 PB: Expense and Mileage Report	<u>1 Pad</u>	<u>1 mo.</u>
4-7X4: Distribution for Cash Received	<u>1 Pad</u>	<u>24 mo.</u>
4-8: AFE Notice of Change	<u>20 Ea.</u>	<u>12 mo.</u>
4-11: Request for Reimbursement	<u>5 Pds</u>	<u>36 mo.</u>
4-13: Construction Contract	<u>17 Pds</u>	<u>60 mo.</u>
4-14: Proposal	<u>4 Pds</u>	<u>12 mo.</u>
4-29: Cash Receipt	<u>33 Pds</u>	<u>24 mo.</u>
4-66 BA: Expense Diary (12 sheets/pad)	<u>4 Pds</u>	<u>6 mo.</u>
4-77: Vacation Schedule	<u>150 Ea.</u>	<u>60 mo.</u>
4-39: Accounts Payable Corr. Adv.	<u>2 Pds</u>	<u>12 mo.</u>
4-761: Accounts Payable Corr. Adv.	<u>2 Pds</u>	<u>12 mo.</u>
4-762: Memorandum of Inv. Corr.	<u>2 Pds</u>	<u>12 mo.</u>
6-2X2: Disability Absence Report	<u>75 Ea.</u>	<u>12 mo.</u>
6-3S: Medical History & Physical Exam	<u>45 Ea.</u>	<u>60 mo.</u>
6-7X6: Report of Alleged Occupational Injury	<u>100 Ea.</u>	<u>60 mo.</u>
6-8X6: Return to Work Report	<u>50 Ea.</u>	<u>60 mo.</u>
6-11S: Certificate of Insurance	<u>25 Ea.</u>	<u>60 mo.</u>
6-14S: Medical History	<u>250 Ea.</u>	<u>6 mo.</u>
6-15S: Report of Loss or Damage to Company Property	<u>25 Ea.</u>	<u>24 mo.</u>
6-33: Report of Automotive Accident	<u>10 Ea.</u>	<u>24 mo.</u>
6-34: Report of Alleged Injury or Damage to Public Property or Persons	<u>25 Ea.</u>	<u>24 mo.</u>

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LAKE CHARLES VCM

(Continued)

<u>Form</u>	<u>On Hand</u>	<u>Projected Reorder Date</u>
6-42X2: Attending Physician Report	<u>200 Ea.</u>	<u>12 mo.</u>
6-89: Completion Report All Risk Insurance	<u>100 Ea.</u>	<u>60 mo.</u>
6X97X3: Off the Job Accident Report	<u>300 Ea.</u>	<u>60 mo.</u>
6-36: Report of Misc. Loss or Damage	<u>25 Ea.</u>	<u>12 mo.</u>
6-39S: Repair or Replacement Report	<u>25 Ea.</u>	<u>24 mo.</u>
7-91: Employee Agreement	<u>20 Ea.</u>	<u>24 mo.</u>
7-108: Bond	<u>1 Pcd</u>	<u>12 mo.</u>
8-6X3: Order for Medical Attention	<u>500 Ea.</u>	
8-27: Daily Time Card	<u>2 Boxes</u>	<u>6 mo.</u>
8-60: Authorization for Laboratory Work	<u>-0-</u>	
8-237: Invention Conception Record	<u>150 Ea.</u>	<u>60 mo.</u>
8-319: Foreman Report of Rate & Job Change	<u>6 Books</u>	<u>6 mo.</u>
8-505: BL-302 Auxilliary Air Compressor	<u>1 Pcd</u>	<u>1 mo.</u>
544: Daily Overtime Report	<u>46 Pcds</u>	<u>9 mo.</u>
545: Tank Car Loading Report	<u>18 Pcds</u>	<u>2 mo.</u>
546: Employee Illness or Non-Occupational Injury Report	<u>30 Pcds</u>	<u>12 mo.</u>
548: Pumper/Loader Track Situation	<u>1 Pcd</u>	<u>1 mo.</u>
549: Chlorine Compressor Log	<u>2 Pcds</u>	<u>2 mo.</u>
552: Propylene Refrigeration System Log	<u>10 Pcds</u>	<u>12 mo.</u>
553: Block I Daily Sample Results Log	<u>14 Pcds</u>	<u>12 mo.</u>
554: Block II Daily Sample Results Log	<u>20 Pcds</u>	<u>24 mo.</u>
556: Daily Inventory Log Sheet	<u>11 Pcds</u>	<u>12 mo.</u>
559: VCM Ship Loading Log	<u>6 Pcds</u>	<u>60 mo.</u>
8-567: Cracking Operating Log	<u>11 Pcds</u>	<u>12 mo.</u>
8-568: EDC Purification Operating Log	<u>18 Pcds</u>	<u>24 mo.</u>
8-569: Oxychlorination Operating Log	<u>10 Pcds</u>	<u>12 mo.</u>
8-571: Liquid Chlorine Usage & Unloading Rate	<u>10 Pcds</u>	<u>60 mo.</u>
8-572: Tank Farm Gauges EDC Storage	<u>10 Pcds</u>	<u>60 mo.</u>
8-573: BL 502 Log Sheet	<u>10 Pcds</u>	<u>60 mo.</u>
8-574: Vaporizer and Furnace A or B Log	<u>18 Pcds</u>	<u>60 mo.</u>
8-575: VCM Ship Loading Rate Sheet	<u>6 Pcds</u>	<u>60 mo.</u>

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LAKE CHARLES VCM

(Continued)

<u>Form</u>	<u>On Hand</u>	<u>Projected Reorder Date</u>
8-715: BL-305 A/B Recovery Compressors BL-306 Nitrogen Compressors	<u>6 Pds</u>	<u>9 mo.</u>
8-716: Recycle Ethylene Compressor	<u>500 Ea.</u>	<u>18 mo.</u>
10-114: Safety Inspection - Cars	<u>6 Pds</u>	<u>36 mo.</u>
10-115: Safety Inspection - Trucks	<u>4 Pds</u>	<u>36 mo.</u>
10-26: Automotive Request	<u>1 Pds</u>	<u>60 mo.</u>
10-34: Automotive Capital Commitment Budget	<u>50 Ea.</u>	<u>60 mo.</u>
10-41: Request for Quotation	<u>1 Pds</u>	<u>60 mo.</u>
12-01: Minor Release	<u>50 Ea.</u>	<u>60 mo.</u>
12-08: Address Record	<u>500 Ea.</u>	<u>60 mo.</u>
12-10: Visitors Pass	<u>—</u>	<u>—</u>
12-21: Application for Employment	<u>5 Pds</u>	<u>24 mo.</u>
12-22: Personnel Action	<u>1 Pds</u>	<u>1 mo.</u>
12-25: Employees Service Record	<u>4 Ea.</u>	<u>1 mo.</u>
12-27: Mineral Interest Agreement	<u>50 Ea.</u>	<u>60 mo.</u>
12-59: Application for Employment Referral Source Information	<u>50 Ea.</u>	<u>60 mo.</u>
14-1X3: Requisition, Page 1	<u>1250 Ea.</u>	<u>2 mo.</u>
14-30X3: Tire & Battery Order	<u>3 Books</u>	<u>6 mo.</u>
14-42X3 or 4: Local Purchase Agreement	<u>500 Ea.</u>	<u>2 mo.</u>
14-43X3: Local Purchase Agreement, Page 2	<u>500 Ea.</u>	<u>12 mo.</u>
426: Monthly Time Record	<u>7 Pds</u>	<u>12 mo.</u>
16-62X3: Return Empty Rail Car Inst.	<u>25 Ea.</u>	<u>12 mo.</u>
17-25: Credit/Debit Loadsheets	<u>5 Pds</u>	<u>12 mo.</u>
17-49: Payroll Deduction for U.S. Savings Bond	<u>25 Ea.</u>	<u>60 mo.</u>
17-56: Reconciliation of Petty Cash	<u>50 Ea.</u>	<u>48 mo.</u>
17-169: Payroll Distribution Information	<u>4 Ea.</u>	<u>1 mo.</u>
14 PB: Asset Accounting Master Update Loadsheets	<u>1 Pds</u>	<u>12 mo.</u>
46: Fixed Point Monitoring System	<u>1 Pds</u>	<u>1 mo.</u>
51X6: Bill of Lading, Short Form	<u>13 Boxes</u>	<u>6 mo.</u>

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LAKE CHARLES VCM

(Continued)

<u>Form</u>	<u>On Hand</u>	<u>Projected Reorder Date</u>
103 PA: Authority for Expenditure	<u>5 Pds</u>	<u>12 mo.</u>
104: Completion Report	<u>3 Pds</u>	<u>12 mo.</u>
106X4: Mechanical Work Order	<u>13 Pickups</u>	<u>6 mo.</u>
205X2: Investment Equipment Record	<u>75 Ed.</u>	<u>1 mo.</u>
206: General Services	<u> </u>	<u> </u>
207: General Services Contract	<u>100 Ed.</u>	<u>60 mo.</u>
172: Shift Supervisors Daily Report	<u>37 Pds</u>	<u>24 mo.</u>
173: VCM Incineration Operating Log	<u>5 Pds</u>	<u>6 mo.</u>
174: Daily Inventory Log Sheet	<u>10 Pds</u>	<u>12 mo.</u>

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