

INTER-OFFICE LETTER

FROM

Cleveland

OFFICE

Executive

DEPT.

FOR Cleveland

OFFICE

DATE July 18, 1949

MR. A. W. Staudel

SUBJECT Attached

ANSWERING LETTER OF

DICTATED BY

AUG 1 - 1949

Requisition #2670

The requisition for expanding the Personnel Office in Chicago does not give any information other than the cost. I believe that it was not discussed in the Board but was approved by Mr. Fortier on Mr. Miller's recommendation. In Mr. Fortier's absence there is no further information available here.

Los Angeles Requisition #20

Over a year ago Mr. Sanford brought in a requisition for three trucks for Los Angeles at a total cost of \$10,521.00. The requisition was not cleared through the Manufacturing Department but it was taken direct to Mr. Fortier. Apparently when the requisition was prepared enough consideration was not given to the types of trucks that would be required to do the job. Subsequently, it was decided that the trucks needed to be different types than had been contemplated and that at least one of them needed to be equipped with special tail-gate and equipment for picking up drums in the factory yard. There has been a great deal of correspondence between Bob Hennig and John Sanford and I believe the possibility of the same thing recurring is very small since it has been set up so that no requisition from the factories will be approved without clearance by the Manufacturing Department. I believe that the money spent for the trucks was well spent and that it will pay out but that we did a poor job of estimating and did not follow the proper channels for approval.

Chicago Requisition #2471

The cyclone fence was built about nine years ago and is beginning to rust. If it is not painted, it will eventually have to be replaced. If it is painted, it will last indefinitely. Painting now should put it in good shape for another five or six years. I believe that the cost of repainting every five or six years is lower than the cost of replacing the fence. Of the \$1,800 charges, under \$1,200 represents labor, with the balance representing an estimate of the paint that will be used.

ECB:rb
Enc.

E. C. B.

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