# PROCEDURE BULLETIN — TEXAS CITY PLANT P-0200

PREPARATION OF REQUISITIONS

PLAINTIFF'S EXHIBIT

MON-2002

I. PURPOSE

How to order materials.

II. SCOPE

All supplies and services on which invoices are rendered.

III. RESPONSIBILITY

The originator is responsible for typing, approving and forwarding to the Purchasing Department.

The person forwarding a requisition to Purchasing shall sign it and be responsible for verifying that he has adequate authority to do so as defined by the procedures of his department.

Capital equipment, including office equipment, for manufacturing and service departments requires an approved Project Authority for Expenditure. The procedure for preparing PAFE's is described in "P" Bulletin P-0416. The P.T.&E. and Research Departments act through their management, and are governed by bulletins within their departments.

For further explanation of dollar authority limits and procedures, see "P" Bulletins P-0407 and P-0408.

IV. PROCEDURE

Form MT-10 (Appendix A), which is a combined requisition and purchase order master, should be used when possible. Information typed on this multilith master should be precise, as the supplier of the required material will ultimately receive this information on the purchase order.

See Appendices A, B and C:

1. Non-Repetitive Items:

   Multilith requisition and purchase order masters. Form MT-10 to be used. Examples: Instruments, equipment, leasing, rentals, services.

   NOTE: Before requisitioning material, Stores Catalogs maintained by our Plant Storeroom, should be checked for the possibility of an item already being carried in Stores inventory.

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2. Stores Materials:

Form IN-66 (Appendix B), Traveling requisition cards for repetitive stores materials. The majority of repetitive stores materials are handled as in Step 4, below.

3. Raw Materials:

Traveling requisition cards (Appendix C) for repetitive raw materials. MT-10 for special purchases of raw materials.

4. Automatic Releases:

The form shown as Appendix D is automatically printed by the automatic release system when the stores inventory control system indicates a specific stock item has reached the re-order point. These releases are printed in Data Processing and mailed to the vendor by Purchasing. Vendor selection, pricing, terms, FOB point and quantity are all negotiated by Purchasing prior to placing stores items on the automatic release system.

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APPENDIX A

**REQUISITION AND PURCHASE ORDER MASTER**

FORM MT 10

| PURCHASE ORDER DATE | PURCHASE ORDER NUMBER |
|---|---|
| | TC- P-0200 |

SUGGESTED VENDOR(S)

(1) Southwestern Camera Company

REQUISITIONER(S) (2) L. Schwab

(3) DELIVER TO [X] Station 28 APPROVED

OR CONTACT [ ]

| COMMITMENTS | | RECORD OF PAYMENT | | |
|---|---|---|---|---|
| DATE | AMOUNT | | VOUCHER NO. | AMOUNT |
| | | A | | |
| | | B | | |
| | | C | | |

F.O.B.

TERMS

ROUTE (4) Motor Freight

TO:

BY
PURCH. AGENT SIGNED

**DELIVERY OF THE FOLLOWING MATERIAL TO OUR PLANT SITE IS REQUIRED ON OR BEFORE** (5) November 14, 1966

| DATE REC'D. | QUANTITY RECEIVED | QUANTITY ORDERED | UNIT | ITEM NO. OR MCC NO. | DESCRIPTION | UNIT PRICE |
|---|---|---|---|---|---|---|
| | | (6) 12 | Rls. | Only for repetitive Stores items | (7) Type 44 Polaroid Film<br>A complete description to obtain the exact items, such as make, model, size, material of construction, catalog number. Drawing numbers must be specified when special designs are required. Refer to any quotations, specifications, or reference numbers. | |

Requisitioner: Complete blanks as shown:
(1) Suggested vendor, if preferred.
(2) Requisitioner's name, and proper approval.
(3) Station in plant where material is to be delivered, or whom to contact.
(4) If originator has no specific shipping instructions, leave blank.
(5) Special required delivery date.
(6) Quantity required.
(7) Complete description.
(8) Appropriate account number: Example: 08-19-840.42-590
08 - Hydrocarbons & Polymers Division
19 - Texas City Plant
840.42 - Dept. 42
590 - Supplies

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| 1. [ ] PREPAID [ ] COLLECT | 2. [ ] PREPAID [ ] COLLECT | 3. [ ] PREPAID [ ] COLLECT | SHIPPER |
|---|---|---|---|
| CARRIER | CARRIER | CARRIER | 1. |
| BILL NO. / TOTAL AMT | BILL NO. / TOTAL AMT. | BILL NO. / TOTAL AMT. | 2. |
| RECEIVED BY | RECEIVED BY | RECEIVED BY | 3. |

| P. O. NO. | VENDOR NO. | ACCOUNT NO. DIV | PLT | MAIN - SUB. | CLASS | JOB NO. MATERIAL NO. SECTION NO. | | CLASS | QUANTITY | AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|
| 15 - 20 | 21 - 26 | 27 - 29 | 30 - 32 | 33 - 37 | 38 - 40 | 41 - 47 | 48-50 | 51 | 52 - 60 | 61 - 70 |
| | (8) | 08 | 19 | 840 | 42 590 | | | | | |
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APPENDIX B
P-0200

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**REQUISITION TO THE PURCHASING DEPARTMENT**

| PURCHASING DESCRIPTION | ACCOUNT – | ROUTE: |
|---|---|---|
| 5" Paint Brush, "Azores" No. 64066 | Standard Packing<br>Reference | 1 Parcel Post<br>2 Express<br>3 Truck<br>4 Freight<br>5 |

Price Date

| No. | Vendor and Address | FOB | Terms |
|---|---|---|---|
| | | | |
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| Appr. By | Date Rec'd | Delivery Required | Quantity | Unit | Vendor | Unit Price | Route | Buyer Appr'd | P.O. Number |
|---|---|---|---|---|---|---|---|---|---|
| JPW | | Specify Date | 6 | Doz. | | | | | |
| | | Required | | | | | | | |
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APPENDIX C
P-0200

REQUISITION TO THE PURCHASING DEPARTMENT

Material: No. 2 Diesel Fuel Oil — Account No. 151.01-44100

Vendors:
1) 391954
Humble Oil & Refining Company
P. O. Box 37
Galveston, Texas

Purchasing Description:
Approx. 90,000 Gallons of No. 2 Diesel Fuel Oil. To be delivered as requested during _____ & _____.

Route:

Price: (See Special Instructions)

F.O.B. See Above

Terms: Net 30 Days

Special Instructions, Prod. Co-ord:

Each order covers approx. 90,000 gals. to be delivered as requested.

Special Instructions, Purchasing:

| Auth By. | Date, Req'n | For Month | For Dept. | No. Cars Per Date | Dates for Shipments | Vendor | Buyer App'd | P. O. Number |
|---|---|---|---|---|---|---|---|---|
| PAT | | | 18 | | | | | |
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ACCOUNTING COPY - RETURN WITH SHIPMENT TO

# Monsanto
COMPANY

APPENDIX D
P-0200

P. O. BOX 1311 TEXAS CITY, TEXAS 77591

AUTOMATIC ORDER SYSTEM #2

RELEASE NO. (DATE)
10/07/66

PAGE NO. 1

PAGE NO. 1

VENDOR

PURCH. ORDER NO.
41011

GENERAL ELECTRIC SUPPLY
P. O. BOX 2537
HOUSTON, TEXAS 77001

319219

2.00% DISC. TO

FOB TEXAS CITY

NOTICE VENDOR
1. INVOICE MONSANTO IN TRIPLICATE
2. PURCHASE ORDER NO. MUST BE ON EACH SHIPPING PACKAGE

| VENDOR'S CATALOG NO. | PACKAGE STATUS | | QUANTITY | | | UNIT PRICE | | EXTENSION | | M.C.C. NO. | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | UNIT OF MEASURE | PKGD. QUAN. | ORDERED | SHIPPED | RECEIVED | DOLLARS | CENTS | DOLLARS | CENTS | | |
| 1493 | EA | 10 | 10 | | | 0 | 64 | 6 | 40 | 195063 | LAMP 6.5V |

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FREIGHT PREPAID ☐
COLLECT ☐

TOTAL, THIS PAGE $ 6.40

CARRIER _____ TOTAL THIS INVOICE $ 6.40 (FREIGHT NOT INCLUDED) STATE TAX _____ TOTAL (TAX INCL.) _____

BILL NO. _____ RECEIVING CLERK _____ DATE REC'D _____

FREIGHT $ _____

P-0600

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