DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

GHQ/SCAP Records (RG 331, National Archives and Records Service)

Description of contents

(1) Box no. 3141

(2) Folder title/number: (3)
Hotel Operating Company JPNO 4478

(3) Date: Sept. 1948 - May 1949

(4) Subject:

Classification	Type of record
9035.1	i

(5) Item description and comment:
Oita

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

(Compiled by *National Diet Library*)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

7 Procurement Demands

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Kaihin Hotel
Individual / Firm

Address: Shoningahama / Beppu / Oita
Number and Street / City / Prefecture

Date Received: Month of April
Or Period Covered

(Partial) (Final) Receipt
Delete One

Account code (If Applicable to All Items): IIE-2-I2-I00-0 Receipt No. JFNO 4478
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Received	Unit	Quantity	Enter Estimated Relative Value on U.S. Copies Only	
				Unit Value	Total Value
I.	Services of a Hotel Operating Company to perform operation and management of the Kaihin Hotel, Oita Prefecture, as directed by the Receiving Officer and further described in the Bill of particulars accompaning the P.D. Work performed in accordance with the following Work Orders. No. of Work Order. Date of Issue M-2-A I April I949 M-2-B I April I949 M-2-C I April I949 M-2-D I April I949 Work Order and Hand Receipt attached. (See attached statements. ()				

(Datach Along this Line for Additional Pages)

Grand Total

(Space of Mil. Govt. Unit Only)

Previously Reported Value: Revaluation:

Net Change—(Increase) (Decrease) Total Record By:
Delete One

Net Change—(Increase) (Decrease) Monthly Record By: Fukuoka Br. 8th Army Procurement Section
Delete One

8th Army Procurement Section
Unit Mil. Govt. Hq. & Hq. Co. Prefecture
(Mil. Govt. Unit which Prepared Demand)

Unit Mil. Govt. Hq. & Hq. Co. Prefecture
(Mil. Govt. Unit which Processed Demand)

(Space for Receiving Agency Only)

Authority for Restricted Item: Administrative Rewrite of Operation and Maintenance Clause on Real Estate P.D.
Letter Reference or Signature

(Japanese Delivery) (Occ. Force Pick Up)
Delete One

Taken up on Property Records of Hotel Officer, 19th Inf. Camp Chickamauga A/C 24 By BRYAN K. RIGGS 2nd Lt. Oita M.G.T. Date 6 MAY 1949
Organization / Accountable Officer / Rank

Remarks:

Certified Correct as to Quantity and Items Except as Noted and Initialed:

By: Bryan K. Riggs
Receiving Officer

Bryan k. Riggs
2nd Lt. Oita M.G.T. 6 MAY 1949
Organization / Date

By: Jiro Kidera
Japanese Representative

6 MAY 1949
Agency / Date

CHIEF OF OITA SUB OFFICE
C.P.B. FUKUOKA BRANCH

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

INSTRUCTIONS FOR USE OF FORM 2

(Local reproduction of this form is not authorized)

1. This form will be used to receipt for all Japanese supplies and facilities procured by procurement demand and will be the basis to support the suppliers', property owners', and contractors' claim for payment by the Japanese government. It will also serve to furnish information to higher headquarters of the value of supplies and facilities procured from Japanese civilian sources.
2. A receipt will be issued for every procurement demand prepared, unless such demand is voided.
3. The procurement receipt number assigned this receipt will be the same as was used on the demand for the supplies and facilities hereon with the following changes: Third group—A consective letter sequence for partial receipts starting with the letter A for the first delivery (partial receipt). Revaluations will be indicated by adding a letter sequence in inverse order starting with the letter Z for the first revaluation receipt. Illustration: KYTE-5 or KYTE-5-A or KYTE-5-Z or KYTE-5-AZ.
4. Item numbers will correspond to those used on the procurement demand. Item not delivered will be lined out.
5. The specific description of the supplies and facilities received will be as stated on the demand; verified, corrected, and amplified by inspection at time of delivery.
6. If a single account code is not applicable to all items on the receipt, enter after each item described, the proper account code given in Incl 5**.
7. Detach the lower half of all except the last page, if more than one page is required.
8. Relative value, calculated as given in Incls 6 to 10** will be entered on all copies *except those given to the Japanese.*
9. In reporting revaluations, the original or previously reported value, the correct or recalculated value, and the net change in value will be given, as explained in Incl 6**.
10. Under "Remarks", include the following, if appropriate:
    a. Statement as to the materials, equipment, labor and supervision furnished by occupation forces in filling demand.
    b. Reference to any attached statements, invoices, hand receipts, and inventories.
11. Alterations in the nomenclature and quantity of items will be initialed by both the receiving officer and the Japanese representative.
12. Both representatives will sign all copies of the receipt and inventory.
13. List of papers in connection with receipt, number of copies, and by whom prepared:

a. Procurement receipt, GPA Form 2	6 copies	Japanese Liaison Office
b. Procurement data, Form MGP 2	2 copies	Military government unit
c. Inventory	4 copies	Requesting unit
d. Utilities statement of service rendered	3 copies	Japanese Liaison Office
e. Japanese hand receipts	2 copies	Japanese Supplier, etc.

14. Distribution of papers and number of copies:

a. Central Records	1 copy	of 13a and b above
b.* Military government unit	1 copy	of a, b, c, d, and e
c. Appropriate staff section	1 copy	of a, c and d
d. Japanese Liaison Office	2 copies	of a,
	1 copy	of c and d
e. Japanese supplier,	1 copy	of a and e
f. or Japanese property owner	1 copy	of a, c and e
g. or Japanese contractor	1 copy	of a and e

15. Partial receipts will be prepared and distributed in the same manner.
16. Receipts issued to record revaluations will be prepared by the military government unit in duplicate. One copy will be forwarded to Central Records and one copy retained in file. A procurement data form will be prepared and attached to each copy of a revaluation receipt.
17. Military government unit will forward Central Records copy directly to Military Government Section, Headquarters Eighth Army, APO 343, attention Procurement Division.

* When receipt is received by a military government unit which did not prepare the demand, extra copies of each paper must be made for the files of the unit which prepared the demand.

** Inclosure references are to Eighth Army Operational Directive.

Eighth Army Printing Plant Bontudo
5x4x

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: 1 APRIL 1949 FOR OPERATION AND MANAGEMENT M-2-A

Installation: Kaihin Hotel, Shoningahama, Beppu City.

To:

Nature of Work: Furnishing of personnel and supplies, excluding supplies for engineet type maintenance ofthe facility, for the normal operation and management of facility of this sort, on a first scale.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JI NO 4478 From 1 April 1949 Thru 30 April 1949.

This Work Order, supplemented by completed, accurate, and certified cost data, will be attached to.

(Signed) Bryan K. Riggs 1st Lt. Inf.

Hotel Commander

PROCUREMENT ~~DEMAND~~ RECEIPT NO. JI NO ~~XX~~ 4478

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER _____

DATE: _____

TO: Kokichi Suganuma

The following services are requested for Aaihia Hotel.

1. Bicycle I

This order meets the following repuirements:

A. It is essential in order to make service, supplies, equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name: Bryan K. Rigg

Rank: 2d Lt Infantry

Title: Billeting Officer

P.D.No. JANO 4478

Received by _____

Date: _____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

Date:_____

****

To: Kokichi Suganuma

The following services are requested for Kaihin Hotel:

I.	Cleaner	20 lbs
2.	Metal polish	3 "
3.	Floor cloth	IO pcs
4	Broom for inside	2 "
5.	Broom for outside	5 "
6.	Bamboo rake	5 "
7.	Round brush	IO "
8.	Rubber packing for vacuum cleaner	2 pcs
9.	Paper string	500 ft

****

This Order meets the following requirements;

A. It is essential in order to make service, supplies and equipment available to leave personnels.
B. It is reduced to bare necessity.
D C. It is required to prevent a breakdown of functions.
C. Work is not prohibited by current Procurement Directive.

Name: Bryan K. Riggs

Rank: 1st Lt Infantry

Title: Billeting Officer

P.D. No. JPNO 4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JFNO 4478
Work Order No. M-2-A

30 April 1949

I. Occupation Forces:
(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

2. Japanese Contractor:
(a) Labour:

	No. of employment	Unit	Regular time	Over time	Total
Guard	4	manhrs	896	I72	I.068
Electrician	I	"	I76	35	2II
Gardener	2	"	352	88	440
Laundry-man	I	"	I76	45	22I
Boiler-man	2	"	352	86	438
Total	I0		I.952	426	2.378

(b)

Materials	Unit	Quantity
Bicycle	pcs	I
Cleanser	lbs	20
Metal polish	lbs	3
Floor cloth	pcs	I0
Broom for inside	"	2
Broom for outside	"	5
Bamboo rake	"	5
Round brush	"	I0
Rubber ~~xxxx~~ packing for vacuum cleaner	"	2
Paper string	ft	500

(c) Equipment: None.

3. Japanese Government:
(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date:I April I949 For OPERATION AND MANAGEMENT No. M-2-B

Installation: Kaihin Hotel,Shoningahama, Beppu City.

To:

Nature of Work:Furnishing of personnel and supplies(excluding food supplies) for the preparation and serving of food.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JP NO 4478 From I April I949 Thru 30 April I949.

This Work Order,supplemented by completed,accurate,and certified cost data,will be attached to.

Bryan K. Riggs Ist Lt. Inf.
(Signed) Hotel Commander

PROCUREMENT Receipt No.JP NO 4478

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUIREST SERIAL NUMBER_____

Date:_____

****

To: Kokichi Suganuma

The following services are requested for Kaihin Hotel:

I.	Aluminium sauce pan	6	½ "	dia.	2 pcs
2.	Aluminium pie-dish	I2	"	"	I "
3.	Enamelled pie-dish	IO	"	"	I "
4.	Aluminium ball	8	"	"	I "
5.	Enamelled funnel	5	"	"	I "
6.	Bottle washer				2 "
7.	Tea strainer				4 "
8.	Sift(wire)	I3"		dia	I "
8.	Sift(hair)	I3"		"	I "
	Sift(")	IO"		"	I "
9.	Knife	IO"		long	I "
IO.	Tin opener				I "
II.	Triangle pan stand				2 "
I2.	Egg beater				I "
I3.	Bamboo chop sticks				6 pairs
I4.	Glass				60 pcs
I5.	Basket				2 "
I6.	Nickrome wire BS #I8				I96 ft

****

This Order meets the following requirements:

A. It is essential in order to make service, supplies, and equipment available to leave personnels.
B. It is reduced to bare necessity.
C. It is required to prevent a breakdown of functions.
D. Work is not prohibited by current Procurement Directive.

Name: Burgess R. Briggs

Rank: 1st Lt Infantry

Title: Billeting Officer

P.D. No. JFNO 4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JPNO 4478 30 April 1949

Work Order No. M-2-B

I. Occupation Forces:

(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

2. Japanese Contractor:

(a)

Labour	No. of employment	Unit	Regular time	Over time	Total time
Chief cook	I	manhrs	232	42	274
Cook	I	"	232	42	274
Head room-maid	I	"	232	32	264
Room-maid	7	"	I.624	28I	I.905
Kitchen police	2	"	464	84	548
Total .	I2	"	2.784	48I	3.265

(b)

Materials	Unit	Quantity
Aluminium sauce pan 6 ½"dia.	pcs	2
Aluminium pie-dish I2½"dia.	"	I
Enamelled pie-dish IO½"dia.	"	I
Aluminium ball 8½"dia.	"	I
Enamelled funnel 5½"dia.	"	I
Bottle washer	"	2
Tea strainer	"	4
Sift (wire) I3"dia.	"	I
Sift (hair) I3"dia.	"	I
Sift (hair) IO"dia.	"	I
Knife IO" long	"	I
Tin opennar	"	I
Triangle pan stand	"	2
Egg beater	"	I
Bamboo chop-sticks	pair	6
Glass	pcs	60
Basket	"	2
Nickrome wire BS #I8	ft	I96

(c) Equipment: None.

#. Japanese Government:

(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: I April I949 FOR OPERATION AND MANAGEMENT No. M-2-C

Installation: Kaihin Hotel, Shoningahama, Beppu City.

To:

Nature of Work: Furnishing of personnel and supplies for the Maintenance and repair of all furniture and furnishings in the installation to include the replacement of furniture and furnishings that become worn or damaged beyond repair.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JFNO 4478 From I April I949 Thru 30 April I949.

This Work Order, supplemented by completed, accurate and certified cost data will be attached to.

Bryan K. Riggs Ist Lt. Inf.

(Signed) Hotel Commander

Procurement Receipt JFNO-4478

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

Date_____

****

To: Kokichi Suganuma

The following services are requested for Kaihin Hotel.

I.	Repair oblong table	I (one)
2.	Repair big round table	I (one)
3.	" side table	I6 (sixteen)
4.	" dining table	2 (two)
5.	" chairs	4 (four)
6.	" beach-parasol	I2(twelve)
7.	Turn out wrong side-dining-roomcarpet.	
8.	Repaint garden chairs	48 (forty-eight)

****

This order meets the following requirements:

A. It is essential in order to make service,supplies,equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name: Bryan K. Riggs

Rank: Lt Col Infantry

Title: Billeting Officer

P.D. No. JINO 4478

Received by_____ Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JFNO 4478 30 April 1949
Work Order No.M-2-6

1. Occupation Forces:

(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

2. Japanese Contractor:

(a) Labour	Unit	Quantity
Upholster	manhour	364
Labourer	"	4

(b) Materials	Unit	Quantity
Hessian cloth 2.3ftW. No.2	sq.ft	6.9
Figured satin 4ft. W. No.1	" "	40
Nail #20x).6"	lbs	16.2
Chair-stud	pcs	250
Glue	lbs	8
Lumber board 2"	bd.ft.	64
Steel stay 3/4"wx6"long	pcs	9
Varnish	gal	0. 236

(c) Equipment	Unit	~~UNSUBSTITUTED~~
Truck		4

3. Japanese Government:

(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JFNO 4478 30 April 1949
Work Order No.M-2-6

I. Occupation Forces:

(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

2. Japanese Contractor:

(a) Labour	Unit	Quantity
Painter	manhour	92

(b) Materials	Unit	Quantity
Mixed paint	gal	I2.5
Boil-oil	"	2.8
Turpentine oil	"	~~XX~~.~~X~~I.7
Putty	lbs	34.4
Knot-hole filling	"	3.5

(c) Equipment	Unit	Use of hours
Auto-tricycle		2

3. Japanese Government:

(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date:I April I949 FOR OPERATION AND MANAGEMENT NO. M-2-D

Installation: Kaihin Hotel, Shoningahama,Beppu City.

To:

Nature of Work: Furnishing of personnel and supplies incidental to the administrative control of the facility by the Receiving Officer to include special clerks for records keeping,intrepreters,book-keepers.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JPNO 4478 From I April I949 Thru 30 April I949

This Work Order,supplemented by completed,accurate and certified cost data,will be attached to.

Bryan K. Riggs Ist Lt. Inf.

(Signed) Hotel Commander

Procurement Receipt JPNO-4478

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST

SERIAL NUMBER_____

Date:_____

****

To: Kokichi Suganuma

The following services are requested for Kaihin Hotel.

I.	Type writing paper	300 sheets
2.	Carbon paperfor typing	20 "
3.	Lined paper I7½ x I3½	60 "
4.	Japanese Minogami	I50 "
5.	Japanese carbon paper	50 "
6.	Japanese black choke	I pcs

****

This order meets the following requirements:

A. It is essential in order to make service, supply, and equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name: Bryan K. Riggs

Rank: 1st Lt Infantry

Title: Billeting Officer

P.D. No. JINO 4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JpNO 4478
Work Order No.M-2-D

30 April 1949

I. Occupation Forces:

(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

2. Japanese Contractor:

(a) Labour

	No. of employment	Unit	Regular time	Over time	Total time
Manager	I	manhrs	240	68	308
Assist.manager	I	"	240	67	307
Chief clerk	I	"	240	59	299
Clerk	I	"	240	59	299
Total	4		960	253	I.213

(b) Materials

	Unit	Quantity
Type writing paper	Sheet	300
Carbpn paper	"	20
Lined paper I7⅛"x I3½"	"	60
Japanese Minogami	"	I50
Japanese carbon paper	"	50
Japanese black choke	pce	I

(c) Equipment: None.

3. Japanese Government:

(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

I Certify to the best of my knowledge and belief that the attached atatements represent a true and accurate account of all labour,materials,and equipments furnished by or furnished to,my organization in connection with the Procurement Demand No. JPNO 4478 during the period from I April I949 Through 30 April I949.

Signature: Kokichi Suganuma
Kokichi Suganuma.

Title: Manager of Kaihin Hotel

Organization: Kaihin Notel

I certify that to the best of my knowledge and belief that the materials,labour,and supplies reported herein are correct and were used only for the maintenance of the facilities described in the Procurement Demand and that the matarials,labour and supplies do not represent any addition,extention or alternation that exceed the standard of the facilities as accepted.

Bryan K. Riggs
BRYAN K. RIGGS
2nd Lt., Oita M.G.T.

6 MAY 1949

I have examined the above attached statement by the contractor and the cost data added by the Japanese Government and I certify to the best of my knowledge and belief that it represents a true and accurate statement and that the total amount has been charged to the account indicated.

Signature: Jose Rivera

Title: CHIEF OF OITA SUB OFFICE
S.P.B. FUKUOKA BRANCH

Government Officer:

Date:

6 MAY 1949

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Page I of I Pages

Received From: Kaihin Hotel
(Individual) (Firm)

Address: Shoningahama (Number and Street) Beppu (City) Oita (Prefecture)

Date Received: Month of March 1949 (Or Period Covered)

(Partial) (Final) Receipt (Delete One)

Account code (If Applicable to All Items): II5-2-I2-I00-0 Receipt No. JI NO 4478
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Received	Unit	Quantity	Enter Estimated Relative Value on U.S. Copies Only	
				Unit Value	Total Value
I.	Services of a Hotel Operating Company to perform operation and management of the Kaihin Hotel, Oita Prefecture, as directed by the Receiving Officer and further described in the bill of particulars accompaning the I.D. Work performed in accordance with the following Work Orders. No. of Work Order. Date of Issue M-2-A I March I949 M-2-B I March I949 M-2-C I March I949 M-2-D I March I949 and Work Order Hand Receipts attached. (See attached statements)				

(Datach Along this Line for Additional Pages) Grand Total

(Space of Mil. Govt. Unit Only)

Previously Reported Value: Revaluation:

Net Change—(Increase) (Decrease) Total Record By:
(Delete One)

Net Change—(Increase) (Decrease) Monthly Record By:
(Delete One)

8th Army Procurement Section — Mil. Govt. Hq. & Hq. Co. — Prefecture
(Unit)
(Mil. Govt. Unit which Prepared Demand)

IV Procurement District Fukuoka Branch — Mil. Govt. Hq. & Hq. Co. — Prefecture
(Unit)
(Mil. Govt. Unit which Processed Demand)

(Space for Receiving Agency Only)

Authority for Restricted Item: Administative Rewrite of Operation and Maintenance Clause on Real Estate I.D. (Letter Reference or Signature) (Japanese Delivery) (Occ. Force Pick Up) (Delete One)

Taken up on Property Records of: Hotel Officer, 19th Inf. Camp Chickamauga APO 24 (Organization) By: Joseph T. Cadden 1st Lt., 19th Inf. (Accountable Officer, Rank, Date)

Remarks:

Certified Correct as to Quantity and Items Except as Noted and Initialed:

By: Bryan K. Rigg 2d Lt. Oita M.G. Team 4 April 1949
(Receiving Officer) (Organization) (Date)

By: Jose Rivera, CHIEF OF OITA SUB OFFICE, S.P.B. FUKUOKA BRANCH 4 APR 1949
(Japanese Representative) (Agency) (Date)

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

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7. Detach the lower half of all except the last page, if more than one page is required.
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d. Japanese Liaison Office	2 copies	of a,
	1 copy	of c and d
e. Japanese supplier,	1 copy	of a and e
f. or Japanese property owner	1 copy	of a, c and e
g. or Japanese contractor	1 copy	of a and e

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16. Receipts issued to record revaluations will be prepared by the military government unit in duplicate. One copy will be forwarded to Central Records and one copy retained in file. A procurement data form will be prepared and attached to each copy of a revaluation receipt.
17. Military government unit will forward Central Records copy directly to Military Government Section, Headquarters Eighth Army, APO 343, attention Procurement Division.

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** Inclosure references are to Eighth Army Operational Directive.

Eighth Army Printing Plant-Seoul/Japan
5246

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: I March 1949 FOR OPERATION AND MANAGEMENT M-2-A

Installation: Kaihin Hotel , Shoningahama, Beppu City.

To:

Nature of Work: Furnishing of personnel and supplies,exeluding supplies for engineer typemaintenance of the facility, for the normal operation and management of facility of this sort,on a first class scale.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JFNO 4478 From I March,49 Thru 3I March,49.

This Work Order,supplemented by completed,accurate,andcertified cost data,will be attached to.

PROCUREMENT RECEIPT JFNO 4478

(Signed) Hotel Commander

Btyan K. Rigge 26 Lt.Inf.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JI NO 4478

Work Order No. M-2-A

31 March @ 1949

I. Occupation Forces:
(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

2. Japanese Contractor:
(a) Labour

	No. of employment	Unit	Regular time	Over time	Total
Guard	4	manhrs	864	I28	992
Electrician	I	"	I76	32	208
Gardener	3	"	528	96	624
Boiler-man	2	"	352	64	4I6
Laundry-hand	I	"	I76	32	208
	II		2036	352	2448

(b)

Materials	Unit	Quantity
Mobile oil	gal	5
Backet	pcs	I
Cleanser	lbs	20
Metal polish	"	3
Floor cloth	pcs	I0
Electric bulb I00W	pcs	I00
" " 200W	pcs	I00

(c) Equipment: None.

3. Japanese Government:
(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE_____

***

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JF NO 4478
Work Order No. M-2-A

Date: 31 March 1949

I. Occupation Forces:

(a)	Labour:	None.
(b)	Materials:	None.
(c)	Equipment:	None.

2. Japanese Contractor:

(a) Labour	Unit	Quantity
Radio service man	manhrs	32

(b) Materials	Unit	Quantity
Rotary switch	pcs	I
Condenser	"	I
Electric bulb 2A3	"	I

(c) Equipment	Unit	Quantity
Truck	usehrs	I

3. Japanese Government:

(a)	Labour:	None.
(b)	Materials:	None.
(c)	Equipment:	None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE:_____

***

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE_____

****

To: Kokichi Suganuma

The following services are requested for

Kaihin Hotel

1. Mobile oil 5 gal.

****

This Order meets the following requirements:

A. It is essential in order to make service, supplies, equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name: Bryan K. Riggs

Rank: 1st Lt Infantry

Title: Billeting Officer

P.D.No. JNO 4478

Received by:_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: I March I949 FOR OPERATION AND MANAGEMENT No. M-2-B

Installation: Kaihin Hotel, Shoningahama ,Beppu City.

To:

Nature of Work: Furnishing of personnel and supplies(excluding food supplies) for the preparation and serving of food.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JPNO 4478 From I March I949 Thru 31 March I949.

This Work order,supplemented by completed,accurate,and certified cost data,will be attached to.

Bryan K. Riggs

Bryan K. Riggs [illegible] Lt. Inf.

(Signed) Hotel Commander

PROCUREMENT RECEIPT JPNO 4478

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JFNO 4478 — 31 March 1949
Work Order No. M-2-B

I. Occupation Forces:
(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

2. Japanese Contractor:
(a) Labour

	No. of employment	Unit	Regular time	Over time	Total
Chief cook	I	manhrs	232	32	264
Cook	I	"	232	32	264
Kitchen police	2	"	~~232~~464	64	~~296~~528
Room maid	8	"	I792	256	2048
	I2		2720	384	3I04

(b) Material:

Material:	Unit	Quantity
Nickrome wireBS #I8	ft	600
Nickrome wireBS #20	ft	I96

(c) Equipment: None.

3. Japanese Government:
(a) ~~Material~~ None.
(b) Labour: None.
(c) Equipment: None.

(a) Material	Unit	Quantity
Tea-towel	sq.ft	450

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

Date:_____

****

To: Kokichi Suganuma

The following services are requested for Kaihin Hotel.

I. Tea-towel 50 yards

****

This Order meets the following requirements:

A. It is essential in order to make service, supplies and equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name: Bryan K. Rigg

Rank: 2/Lt.

Title: Billeting Officer

P.D.No. JPNO-4478

Received by:_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE:_____

****

To: Kokichi Suganuma

The following services are requested for

Kaihin Hotel.

I. Replace nickrome wire BS#I8 for kitchen range 600ft.

2. " " " BS#20 " " " I96ft.

****

This Order meets the following requirements:

A. It is essential in order to make services, supplies, and equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name: Bryan K. Riggs

Rank: 2d Lt Infantry

Title: Billeting Officer

P.D.No. JPNO 4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE:_____

****

To: Kokichi Suganuma

The following services are requested for

Kaihin Hotel

1. Backet 1pcs.

****

This order meets the following requirements:

A. It is essential in order to make service, supplies, equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prvent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive

Name: Bryan K. Riggs

Rank: 2nd Lt Infantry

Title: Billeting Officer

P.D.No. JFNO 4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST

Serial Number_____

Date:_____

****

To: Kokichi Suganuma.

The following services are requested for Kaihin Hotek.

I. Solder 6(six)pans: 7 ½" dia.
8" "
8 ½" "
9 ½" "
I O ½" "
I O ½" "

****

This Order meets the following requirements:

A. It is essential in order to make service,supplies,and equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name: Bryan K. Rigg

Rank: 2d Lt Infantry

Title: Billeting Officer

P.D.No. JPNO 4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

HAND RECEIPT

JP NO 4478 — 31 March 1949

Work Order No. M-2-B

I. Occupation Forces:
(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

2. Japanese Contractor:

(a) Labour	Unit	Quantity
Tin-man	Manhrs	7

(b) Materials	Unit	Quantity
Hydrochloric acid	gal.	0.1
Solder	lbs	1
Zink	"	0.4
Charcoal	"	30

(c) Equipment	Unit	Quantity
Auto-tricycle	hours	2

3. Japanese Government: ~~XXXXX~~
(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: 1 Mar. 1949 FOR OPERATION AND MANAGEMENTNo. M-2-C

Installation: Kaihin Hotel Shoningahama, Beppu City

To: _____

Nature of Work: Funnishing of personnel and supplies for the maintenease and repair of all furniture and furnishings in the installation to include the replacement of furniture and furnishings that become worn or damaged beyond repair.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JINO 4478 From 1 Mar. 49 Thru 31 Mar. 49

This work order, supplemented by completed, accurate and certified cost data, will be attached to

Bryan K. Rigg
Bryan K. Rigge 2d Lt. Inf.
(SIGNED) Hotel Commander

PROCUREMENT RECEIPT JINO 4478

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE: _____

***

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JFNO 4478
Work Order No. M-2-C

31 March 1949

I. Occupation Forces:

(a) Labour: None.
(b) Material: None.
(c) Equipment: None.

2. Japanese Contractor:

(a)

Labour	Unit	Quantity
Floor mat worker (Tatami ya)	Manhrs	26
Paper hanger	"	32

(a) ~~XXXXXXXX~~

Material	Unit	Quantity
Floor Mat 3ft x 6ft Bingo A	pcs	26
Edging cloth	pcs	52
Linen thread	ft	816
Paper(Shojigami)	sq.ft	720
Paste	lbs	6

(b)

Equipment	Unit	Quantity
Auto tri-cycle	hrs use	I

3. Japanese Government:

(a) Labour: None.
(b) Material: None.
(c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JE NO 4478 — 31 March 1949
Work Order No, M-2-C

I. Occupation Forces:

(a) Labour: None.
(b) Material: None.
(c) Equipment: None.

2. Japanese Contractor:

(a) Labour	Unit	Quantity
Upholster	Man hour	316
Labourer	" "	4

(b) Materials	Unit	Quantity
Figured-satin 4ft.W.No.I	sq.ft	781.2
Hessian cloth 2.3ft W. No.2	" "	351.9
Nail #20x0.6"	lbs	23.6
Chair-stud	pcs	1570

(c) Equipment	Unit	Quantity
Truck	Use hrs	2

3. Japanese Government:

(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: 1 March 1949 FOR OPERATION AND MANAGEMENT No. M-2-D

Installation: Kaihin Hotel Shoningahama, Beppu City.

To:

Nature of Work: Furnishing of personnel and supplies incidental to the administrative control of the facility by the Receiving Officer, to include special clerks for records keeping, interpreters, book-keepers.

The above work is to by accomplished in accordance with the provisions of PROCUREMENT DEMAND JPNO 4478 From 1 mar. 49 Thru 31 Mar. 49

This work order, supplemented by complete, accurate, and certified cost data, will be attached to

PROCUREMENT RECEIPT JPNO 4478

Bryan K. Rigg

Bryan K. Rigg, 2d Lt. Inf.
(SIGNED) Hotel Commander

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JFNO 4478 — 31 March 1949
Work Order No.M-2-D

I. Occupation Forces:

(a) Labours: None.
(b) Materials: None.
(c) Equipment: None.

2. Japanese Contractors:

(a) Labours:

	No. of employment	Unit	Regular time	Oval time	Total time
Manager	I	Manhrs	240	32	272
Assist.manager	I	"	240	32	272
Chief clerk	I	"	240	32	272
Clerk	I	"	240	32	272
	4		960	I28	I088

(b)

Material	Unit	Quantity
Lined paper I7½xI3½	pcs	60
Japanese Minogami	"	I000
Typewriting paper	"	600
Carbon-paper	"	I0
Gum eracer	"	2
Pencils	"	I2
Japanese brush	"	2

(c) Equipment: None.

3. Japanese Government:

(a) Labours: None.
(b) Materials: None.
(c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE:_____

***

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

I certify, to the best of my knowledge and belief, that the attached statements represent a true and accurate account of all labor, materials and equipment furnished by, or furnished to my organization in connection with procurement Demand No.JINO 4068 during the period 1 Januafy 1949 to 31 Janusry 1949.

Signature Kokichi Suganuma

Title Manager

Organization Kaihin Hotel

I certify that, to the best of my knowledge and belief, the materials, labor and supplies reported herein are correct and were used for the maintenance of the facillities described in the procurement demand and that the materials, labor and supplies do not represent any addition, extension or alteration that exceed the standard of the facilities as accepted.

Bryan K. Rigg 2d Lt

Billeting Officer

4 APR 1949

I have examined the attached statement by the contractor and the cost data added by the Japanese Government, and I certify, to the best of my knowledge and belief, that it represents a true and accurate statement, and that the total amount has been charged to the account indicated.

Signature Jiro Kitawa

Title CHIEF OF OITA SUB OFFICE

Government officer S.P.B. FUKUOKA BRANCH

Date 4 APR 1949

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Kaihin Hotel
Individual / Firm

Address: Shoningahama, Beppu, Oita
Number and Street / City / Prefecture

Date Received: Month of February 1949
Or Period Covered

(Partial) (~~Final~~) Receipt
Delete One

Account code (If Applicable to All Items): 115-2-12-100-0 Receipt No. JPHO 44478
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Received	Unit	Quantity	Enter Estimated Relative Value on U.S. Copies Only	
				Unit Value	Total Value
1.	Services of a Hotel Operating Company to perform operation and management of the Kaihin Hotel, Oita Prefecture as directed by the Receiving Officer and further described in the bill of particulars accompaning the P.D. Work performed in accordance with the following work orders. No. of Work Order / Date of Issue M-2-A / 1 Feb. 1949 M-2-B / 1 Feb. 1949 M-2-C / 1 Feb. 1949 M-2-D / 1 Feb. 1949 Work orders and Hand Receipts attached. (See attached statements)				

(Datach Along this Line for Additional Pages) Grand Total

(Space of Mil. Govt. Unit Only)

Previously Reported Value: Revaluation:

Net Change—(Increase) (Decrease) Total Record By:
Delete One

Net Change—(Increase) (Decrease) Monthly Record By:
Delete One

8th Army Procurement Section — [illegible] — [illegible]
Unit / Prefecture
(Mil. Govt. Unit which Prepared Demand)

IV Procurement District Fukuoka Branch. — [illegible] — [illegible]
Unit / Prefecture
(Mil. Govt. Unit which Processed Demand)

(Space for Receiving Agency Only)

Authority for Restricted Item: Administrative Rewrite of Operation and Maintenance Clause on Estate P.D. (Japanese Delivery) (Occ. Forces Pick Up)
Letter Reference or Signature / Delete One

Taken up on Property Records of: Oita M.G.T. By: Bryan K. Riggs, 2nd Lt. Oita MGT, 4 March 1949
Organization / Accountable Officer / Rank / Date

Remarks

Certified Correct as to Quantity and Items Except as Noted and Initialed:

By: Bryan K. Riggs — BRYAN K. RIGGS, 2nd Lt., Oita MGT — 4 March 1949
Receiving Officer / Organization / Date

By: Goro Kidera — 4 March 1949
Japanese Representative / Agency / Date

CHIEF OF OITA SUB OFFICE
S.P.B. FUKUOKA BRANCH

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

INSTRUCTIONS FOR USE OF FORM 2

(Local reproduction of this form is not authorized)

1. This form will be used to receipt for all Japanese supplies and facilities procured by procurement demand and will be the basis to support the suppliers', property owners', and contractors' claim for payment by the Japanese government. It will also serve to furnish information to higher headquarters of the value of supplies and facilities procured from Japanese civilian sources.
2. A receipt will be issued for every procurement demand prepared, unless such demand is voided.
3. The procurement receipt number assigned this receipt will be the same as was used on the demand for the supplies and facilities hereon with the following changes: Third group—A consective letter sequence for partial receipts starting with the letter A for the first delivery (partial receipt). Revaluations will be indicated by adding a letter sequence in inverse order starting with the letter Z for the first revaluation receipt. Illustration: KYTE-5 or KYTE-5-A or KYTE-5-Z or KYTE-5-AZ.
4. Item numbers will correspond to those used on the procurement demand. Item not delivered will be lined out.
5. The specific description of the supplies and facilities received will be as stated on the demand; verified, corrected, and amplified by inspection at time of delivery.
6. If a single account code is not applicable to all items on the receipt, enter after each item described, the proper account code given in Incl 5**.
7. Detach the lower half of all except the last page, if more than one page is required.
8. Relative value, calculated as given in Incls 6 to 10** will be entered on all copies *except those given to the Japanese*
9. In reporting revaluations, the original or previously reported value, the correct or recalculated value, and the net change in value will be given, as explained in Incl 6**.
10. Under "Remarks", include the following, if appropriate:
    a. Statement as to the materials, equipment, labor and supervision furnished by occupation forces in filling demand.
    b. Reference to any attached statements, invoices, hand receipts, and inventories.
11. Alterations in the nomenclature and quantity of items will be initialed by both the receiving officer and the Japanese representative.
12. Both representatives will sign all copies of the receipt and inventory.
13. List of papers in connection with receipt, number of copies, and by whom prepared:

a. Procurement receipt, GPA Form 2	6 copies	Japanese Liaison Office
b. Procurement data, Form MGP 2	2 copies	Military government unit
c. Inventory	4 copies	Requesting unit
d. Utilities statement of service rendered	3 copies	Japanese Liaison Office
e. Japanese hand receipts	2 copies	Japanese Supplier, etc.

14. Distribution of papers and number of copies:

a. Central Records	1 copy	of 13a and b above
b.* Military government unit	1 copy	of a, b, c, d, and e
c. Appropriate staff section	1 copy	of a, c and d
d. Japanese Liaison Office	2 copies	of a,
	1 copy	of c and d
e. Japanese supplier,	1 copy	of a and e
f. or Japanese property owner	1 copy	of a, c and e
g. or Japanese contractor	1 copy	of a and e

15. Partial receipts will be prepared and distributed in the same manner.
16. Receipts issued to record revaluations will be prepared by the military government unit in duplicate. One copy will be forwarded to Central Records and one copy retained in file. A procurement data form will be prepared and attached to each copy of a revaluation receipt.
17. Military government unit will forward Central Records copy directly to Military Government Section, Headquarters Eighth Army, APO 343, attention Procurement Division.

* When receipt is received by a military government unit which did not prepare the demand, extra copies of each paper must be made for the files of the unit which prepared the demand.

** Inclosure references are to Eighth Army Operational Directive.

Eighth Army Printing Plant-Boonjudg
5-[illegible]

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: I Feb. 1949 FOR OPERATION AND MANAGEMENT No. M-2-A

Installation: Kaihin Hotel Shoningahama Beppu City.

To:

Nature of Work: Furnishing of personnel and supplies, excluding supplies for engineer type maintenance of facility, for the normal operation and management of facility of this sort, on a first class scale.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JPNO 4478 From I Feb. Thru 28 Feb.

This Work Order, supplemented by completed, accurate, andcertified cost Data will be attache to

PROCUREMENT RECEIPT JPNO 4478

(signed) Hotel Commander
Bryan K. Rigg 2d Lt. Inf.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE:_____

To: Kokichi Suganuma

The following services are requested for Kaihin Hotel.

I.	Metal -polish	5 lbs
2.	Powdered washing soap	IO lbs
3.	Washing soap	20 cakes
4.	Floor-cloth	IO pcs
5.	Duster	I pcs

This Order meets the following recuirements:

A. It is essential in order to make service, supplies, and equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current PROCUREMENT DIRECTIVE.

Name: Bryan K. Riggs

Rank: 2d Lt Infantry

I.D.No. JFNC-4478

Title: Hotel Officer

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

Date:_____

***

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

Date;_____

****

To: Kokichi Suganuma

The following services are requested for Kaihin Hotel.

I. Electric bulbs: 60W 20 pcs
100W 20 pcs
200W 20 pcs
500W 20 pcs
500W flare light 20 pcs

2. Drill and tap I set

****

This Order meets the following requirements:

A. It is essential in order to make service,supplies,and equip - ment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name: Bryan K. Riggs

Rank: 2nd Lt Infantry

P.D.No. JPNO-4478 Title: Billeting Officer

Received by_____

Date;_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

HAND RECEIPT

28 February 1949

JPNO 4478
WORK ORDER NO. M-2-A

1. Occupation Forces :

a) Labor : None
b) Materials : None
c) Equipment : None

2. Japanese Contractor :

a) Labors :

	No. of employment	Unit	Regular time	Over time	Total
Guard	2	man/hrs	384	172	556
Electrician	1	"	176	82	258
Gardener	6	"	984	433	1,417
B oiler-man	2	"	352	170	522
	Total 11		1,896	857	2,753

b) Materials :

	Unit	Quantity
Metal polish	lbs	5
Powderd soap	lbs	10
Washing soap	lbs	20
Floor cloth	pcs	10
Duster	pcs	1
Cleanser	lbs	20
Broom	pcs	2
Electric bulbs		
60 W	pcs	20
100 W	pcs	20
200 W	pcs	20
500 W	pcs	20
500 W flare light	pcs	20
Drill & tap	set	1

c) Equipment : None
d) Other services : None

3. Japanese Government :

a) Labors ; None
b) Materials : None
c) Equipment : None

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: I Feb.1949 FOR OPERATION AND MANAGEMENT No. M-2-B

Installation: Keihin Hotel Shoningahama Beppu City

To:

Nature of Work: Furnishing ofpersonnel and supplies,excluding food supplies,for the preparation and serving of food.

The above Work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JPNO 4478 From I Feb. Thru 28 Feb.

This Work Order,supplemented by completed,accurate,and certified cost data,will be attached to.

Bryan K. Riggs

Bryan K. Riggs 2d Lt. Inf.
(Signed) Hotel Commander

PROCUREMENT RECEIPT JPNO 4478

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

Date:_____

****

To: Kokichi Suganuma

The following services are requested for Kaihin Hotel.

I.	Basket	2 pcs
2.	Glass	36 pcs
3.	Tooth-picks	IO bundles
~~4.~~	~~Solder 6 (six) pans:~~	~~7 1/2 dia.~~
		~~8" dia.~~
		~~8 1/2" dia.~~
		~~9 1/2" dia.~~
		~~IO 1/2" dia.~~
		~~IO 1/2" dia.~~

****

This Order meets the following requirements:

A. It is essential in order to make service, supplies, and equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name: Bryan K. Riggs

Rank: 2dLt Infantry

Title: Billeting Officer

P.D.No. JPNO-4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

HAND RECEIPT

28 February 1940

JHNO ~~XXXX~~ 4478
WORK ORDER No. M-2-~~A~~ B

1. Occupation Forces:
   a) Labor; None
   b) Materials: None
   c) Equipments: None

2. Japanese Contractor:

a) Labors:	No. of employment	Unit	Regular time	Over time	Total
Chief cook	1	Manhrs	192	78	270
Cook	1	"	192	78	270
Kitchen police	2	"	384	132	516
Room maid	8	"	1496	534	2030
Total	12		2264	822	3086

b) Materials:	Unit	Quantity
Basket	pcs	2
Glass	pcs	36
Tooth picks	bundle	10

   c) Equipment: None
   d) Other services: None

3) Japanese Government:
   a) Labors: None
   b) Materials: None
   c) Equipment: None

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Date: I Feb. 1949 WORK ORDER No. M-2-C

FOR OPERATION AND MANAGEMENT

Installation: Kaihin Hotel Shoningahama Beppu City

To:

Nature of Work: Furnishing of personnel and supplies for the maintenance and repair of all furniture abd furnishings in the installation to include the replacement of furniture and furnishings that become worn or damaged beyond repair.

The above Work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JFNO 4478 From I Feb. Thru 28 Feb.

This Work Order supplemented by completed, accurate, and certified cost data, will be attached to.

Bryan K. Rigg

Bryan K. Rigge 2d Lt. Inf.
(Signed) Hotel Commander

PROCUREMENT RECEIPT JFNO 4478

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

HAND RECEIPT 28 February 1949

JFNO ~~XXXY~~ 4478
WORK ORDER No. M-2-C

I. ~~x~~Occupation Forces;
a) Labour: None.
b) Materials: None.
c) Equipment: None.

2. Japanese Contractor:
a) Labour: None.
b) Materials: None.
c) Equipment: None.

~~3~~. Japanese Government:
a) Labours: None.
b) Materials: None.
c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: I Feb. I949 For OPERATION AND MANAGEMENT NO. M-2-D
INstallation: Kaihin Hotel Shoningahama Beppu City
To:
Nature of Work: Furnishing of personneland supplies incidental to the administrative control of the facility by the Receiving Officer to include special clerks for records keeping, interpreters, and bookkeepers.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JPNO 4478 From IFeb. Thru 28 Feb.

This Work Order, supplemented by complete, accurate, and certified cost date, will be attached to.

PROCUREMENT RECEIPT JPNO 4478.

Bryan K. Rigg
Bryan K. Rigg 2d Lt. Inf.
(Signed) Hotel Commander

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER _____

Date: _____

****

To: Kokichi Suganuma

The following services are requested for Kaihin Hotel.

I.	Typewriting-paper	200 sheets
2.	Japanese writing-paper (minogami)	IOOO sheets
3.	Envelope	IOO sheets
4.	Carbon-paper	IO sheets

****

This Order meets the following requirements:

A. It is essential in order to make service, supplies, andequipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current PROCUREMENT DIRECTIVE.

Name: Bryan K. Riggs

Rank: 2nd Lt Infantry

P.D. No. JPNO-4478 Title: Hotel Officer

Received by: _____

Date: _____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

HAND RECEIPT

28 February 1949

JFNC 4478
WORK ORDER No. M-2-D

1. Occupation Forces:
   a) Labore: None
   b) Materials: None
   c) Equipment: None

2. Japanese Contractor:

a) Labors:	No. of employment	Unit	Regular time	Over time	Total
Manager	1	Manhre	192	74	266
Assist. Manager	1	"	192	79	271
Chief clerk	1	"	192	75	267
Clerk	1	"	192	75	267
Total	4		768	303	1071

b) Materials:	Unit	Quantity
1. Typewriting paper	sheet	200
2. Japanese writing paper	"	1000
3. Envelope	"	100
4. Carbon-paper	"	10

c) Equipment: None
d) Other service: None

3. Japanese Government:
   a) Labors: None
   b) Materials: None
   c) Equipment: None

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

I certify to the best of my knowledge and belief that the attached statements represent a true and accurate account of all labour, materials,and equipment,furnished by, or furnished to my organization,in connection with Procurement Demand No.JPNO-4478 during the period from I February I949 thru 28 February I949.

Signature: Kokuchi Suganuma

Title: Manager

Organization: Karihin Hotel

Date: 28 February 1949

I certify that to the best of my knowledge and belief,the materials,labour,and supplies reported herein are correct and were used only for the maintenance of the facilities described in the Procurement Demand and that the materials,labour,and supplies do not ~~XXXXXX~~ represent any addition,extention, or alternation that exceed the standard of the facilities as accepted.

Signature: Bryan K. Riggs

BRYAN K. RIGGS 2nd Lt., Oita MGT

Date: 4 March 1949

I have examined the attached statement by the contractor and the cost data added by the Japanese Government,and I certify to the best of my knowledge and belief that it represents a true and accurate statement and the total amount has been charged to the account indicated.

Signature: Goro Kidera

Title: ~~CHIEF OF OITA SUB OFFICE~~

CHIEF OF OITA SUB OFFICE
S.P.B. FUKUOKA BRANCH

Date: ~~4 March 1949~~

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

INITIAL ✓ Copies Rec'd

Forward to:

✓	C.O.	1	L&T.
	E.O.		C.I.
✓	Adj.		L&S.O.
	C.E.		T.C.
	P.H.		
	P.W.		
	Ec.		
			FILE.

PROCUREMENT OFFICE
19th Infantry Regiment
Camp Chickamaugn
Beppu, Japan
APO 24

9 Feb 19 49
date

TO:
___ REGIMENTAL COMDR
___ REGIMENTAL EXEC
___ DEPUTY POST COMDR
___ REGIMENTAL S-1
___ REGIMENTAL S-4
___ REGIONAL POST ENGR
___ ENGR PROPERTY O.
___ PERSONNEL OFFICER
___ SPECIAL SERVICE O.
X OITA MGT
___ MIYAZAKI MGT
___
___ _____

FOR:
___ APPROVAL
___ SIGNATURE
___ FORWARDING TO 24th INF DIV
X INFORMATION
___ NECESSARY ACTION
X YOUR FILES
___ FORWARDING
___ RETURN TO THIS OFFICE
___
___ _____
___ _____

PROCUREMENT OFFICER

REMARKS Not

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Page I of I Pages

Received From: Kaihin Hotel

Address: Shoningahira Beppu (Number and Street) Oita (City) (Prefecture)

Date Received: Month of January (On Period Covered) (Partial) (Final) Receipt Delete One

Account code (If Applicable to All Items): 115-2-12-100-0 Receipt No. JHQ 4478-G

(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Received	Unit	Quantity	Enter Estimated Relative Value on U.S. Copies Only	
				Unit Value	Total Value
1.	Services of a Hotel Operating Company to perform operation and management of the Kaihin Hotel Oita Prefecture, as directed by the Receiving Officer and further described in the bill of particulars accompaning the P.D.Work performed in accordance with the following work orders.	management			
	No. of work order / Date of Issue M-2-A / 1 Jan. 1949 M-2-B / 1 Jan. 1949 M-2-C / 1 Jan. 1949 M-2-D / 1 Jan. 1949				
	Work Orders and Hand Receipts attached.				
	(See attached statements)				
	(Datach Along this Line for Additional Pages)			Grand Total	

(Space of Mil. Govt. Unit Only)

Previously Reported Value: Revaluation:

Net Change—(Increase) (Decrease) Total Record By: (Delete One)

Net Change—(Increase) (Decrease) Monthly Record By: (Delete One)

8th Army Procurement Section	IV Procurement District FUKUOKA Branch
Mil. Govt. Hq. & Hq. Co.	Mil. Govt. Hq. & Hq. Co.
Unit / Prefecture	Unit / Prefecture
(Mil. Govt. Unit which Prepared Demand)	(Mil. Govt. Unit which Processed Demand)

Authority for Restricted Item: Administrative (Specific Regulation) and Maintenance clause on Real Estate P.D. (Japanese Delivery) (~~Occ. Forces Pick Up~~)

Taken up on Property Records of: Hotel Officer, 19th Inf. (Organization) Camp Chickamauga, APO 24 By: Joseph T. Cadden (Accountable Officer) 1st Lt., 19th Inf. (Rank) 8 JAN. 1949 (Date)

Remarks:

Certified Correct as to Quantity and Items Except as Noted and Initialed:

By: Albert E Wakefield (Receiving Officer) 1st Lt. Inf. Oita mil govt Team (Organization) 8 FEB 1949 (Date)

By: J. Kitera (Japanese Representative) CHIEF OF OITA SUB OFFICE S.P.B. FUKUOKA BRANCH (Agency) ALBERT E. WAKE FIELD 1ST LT INF (Date) 8 FEB 1949

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

INSTRUCTIONS FOR USE OF FORM 2

(Local reproduction of this form is not authorized)

1. This form will be used to receipt for all Japanese supplies and facilities procured by procurement demand and will be the basis to support the suppliers', property owners', and contractors' claim for payment by the Japanese government. It will also serve to furnish information to higher headquarters of the value of supplies and facilities procured from Japanese civilian sources.
2. A receipt will be issued for every procurement demand prepared, unless such demand is voided.
3. The procurement receipt number assigned this receipt will be the same as was used on the demand for the supplies and facilities hereon with the following changes: Third group—A consective letter sequence for partial receipts starting with the letter A for the first delivery (partial receipt). Revaluations will be indicated by adding a letter sequence in inverse order starting with the letter Z for the first revaluation receipt. Illustration: KYTE-5 or KYTE-5-A or KYTE-5-Z or KYTE-5-AZ.
4. Item numbers will correspond to those used on the procurement demand. Item not delivered will be lined out.
5. The specific description of the supplies and facilities received will be as stated on the demand; verified, ccrrected, and amplified by inspection at time of delivery.
6. If a single account code is not applicable to all items on the receipt, enter after each item described, the proper account code given in Incl 5**.
7. Detach the lower half of all except the last page, if more than one page is required.
8. Relative value, calculated as given in Incls 6 to 10** will be entered on all copies *except those given to the Japanese.*
9. In reporting revaluations, the original or previously reported value, the correct or recalculated value, and the net change in value will be given, as explained in Incl 6**.
10. Under "Remarks", include the following, if appropriate:
    a. Statement as to the materials, equipment, labor and supervision furnished by occupation forces in filling demand.
    b. Reference to any attached statements, invoices, hand receipts, and inventories.
11. Alterations in the nomenclature and quantity of items will be initialed by both the receiving officer and the Japanese representative.
12. Both representatives will sign all copies of the receipt and inventory.
13. List of papers in connection with receipt, number of copies, and by whom prepared:

a. Procurement receipt, GPA Form 2	6 copies	Japanese Liaison Office
b. Procurement data, Form MGP 2	2 copies	Military government unit
c. Inventory	4 copies	Requesting unit
d. Utilities statement of service rendered	3 copies	Japanese Liaison Office
e. Japanese hand receipts	2 copies	Japanese Supplier, etc.

14. Distribution of papers and number of copies:

a. Central Records	1 copy	of 13a and b above
b.* Military government unit	1 copy	of a, b, c, d, and e
c. Appropriate staff section	1 copy	of a, c and d
d. Japanese Liaison Office	2 copies	of a,
	1 copy	of c and d
e. Japanese supplier,	1 copy	of a and e
f. or Japanese property owner	1 copy	of a, c and e
g. or Japanese contractor	1 copy	of a and e

15. Partial receipts will be prepared and distributed in the same manner.
16. Receipts issued to record revaluations will be prepared by the military government unit in duplicate. One copy will be forwarded to Central Records and one copy retained in file. A procurement data form will be prepared and attached to each copy of a revaluation receipt.
17. Military government unit will forward Central Records copy directly to Military Government Section, Headquarters Eighth Army, APO 343, attention Procurement Division.

* When receipt is received by a military government unit which did not prepare the demand, extra copies of each paper must be made for the files of the unit which prepared the demand.

** Inclosure references are to Eighth Army Operational Directive.

Eighth Army Printing Plant-Boeripdo
5pd.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: I January I949 EOR OPERATION AND MANAGEMENT No.M-2-A

Installation: Kaihin Hotel

To:

Nature of Work: Furnishing of personnel and supplies excluding supplies for engineer type maintenance of the facility,for the normal operation andmanagement of facility of this sort on a first class.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JPNO-4478 From I Jan.I949 Thru 3I Jan. I949.

This work,supplemented by completed,accurate,and certified cost data,will be attached to

PROCUREMENT RECEIPT JPNO-4478 (signed) Hotel Commander

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE:_____

To: Kokichi Suganuma

The following services are requested for

Kaihin Hotel.

1. Brass polish 5lbs(five)
2. Floor cloth IO pcs

This Order meets the following requirements:

A. It is essential in order to make services, supplies, and equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procuremwnt Directive.

Name: Luther L Jones Jr.

Rank: Capt, TC

Title: Adjutant

P.D.No. JPNO 4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE:_____

To: Kokichi Suganuma

The following services are requested for Kaihin Hotel.

1. Cleanser 25 lbs.
2. Broom 3pcs.
3. Round brush 20 pcs.
4. Electric bulbs: 60W-60 pcs.
   100W-60 pcs.
   200W-30 pcs.
   500W-30 pcs.
   500W-30 pcs. for flare light.
5. Nickrome wire for 5 broken heaters.

This Order meets the following requirements:

A. It is essential in order to make service, supplies, and equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name: Cubert E Wakefield.

Rank: 1st Lt.

Title: Hotel Comdr.

P.D.No. JPNO-4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

HAND RECEIPT

JFED 1478
Work Order No. E-2-A

31 January 1949

1. Occupation Forces :

a) Labor : None.

b) Materials : None

c) Equipment : None.

2. Japnese Contractor :

a) Labor :

	No. of employment	Unit	Regular time	Over time	Total
Guard	2	manhrs	440	104	580
Electrician	1	"	176	82	258
Gardener	4	"	704	288	992
Boiler-man	2	"	328	104	516
Total	9		1,648	698	2,346

b) Materials :

	Unit	Quantity
Pale broom	pcs	3
Cleanser	lbs	25
Round brush	pcs	20
Brass polish	lbs	5
Floor cloth	pcs	10
Nichrome wire (1.2mm for 5-2k.w. Heater	ft.	250

c) Equipment : None.

d) Other services : None.

3. Japanese Government :

a) Labor : None.

b) Materials :

	Unit	Quantity	
Electric bulb (60W)	pcs	60	
" (100W)	"	50	
" (200W)	"	30	
" (500W)	"	50	
" (500W)	"	30	For flare light

c) Equipment : None.

Bryan K. Riggs
2d Lt Infantry

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Work Order

Date: 10 January 1949 FOR OPERATION AND MANAGEMENT No. M-2-B

Installation: Kaihin Hotel

To:

Nature of Work: Furnishing of personnel and supplies (excluding food supplies) for the preparation and serving food.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JPNO-4478 From 1 Jan. 1949 Thru 31 Jan. 1949.

This Work Order, supplemented by completed, accurate, and certified cost data, will be attached, to

(Signed) Hotel Commander

PROCUREMENT RECEIPT JPNO-4478

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JPNO-4478
Work Order No. M-2-B

31 January 1949

I. Occupation Forces:

a) Labour: None.
b) Materials: None.
c) Equipment: None.

2. Japanese Contractors:

a) Labour:

	No. of employment	Unit	Regular time	Over time	Total time
Chief cook	I	Manhrs	208	74	282
Cook	I	"	208	74	282
Kitchen Police	2	"	416	128	544
Room maid	8	"	1472	448	1920
	12		2304	722	3028

b) Materials: None.
c) Equipment: None.

3. Japanese Government:

a) Labour: None.
b) Materials: None.
c) Equipment: None.

Bryan K. Riggs
2d Lt Infantry

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Copy

Work Order

Date: I January I949 FOR OPERATION AND MANAGEMENT No.M-2-C

Installation: Kaihin Hotel

To

Nature of Work: Furnishing of personnel and supplies for the maintenance and repair of all furniture and furnishings in to include the replacement of furniture and furnishings that become worn or damaged beyond repair.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JPNO-4478 from I Jan.I949 thru 3I Jan.I943.

This Work Order,supplemented by completed,accurate,and certified cost data,will be attached to

Cubert E Wakefield
1st Lt.
(Signed) Hotel Commander

PROCUREMENT RECEIPT JPNO-4478

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JPNO 4478 31 January 1949

Work order No. M-2-C

1. Occupstion Forces

a) Labor : None

b) Materials : None

c) Equipment : None

2. Japanese Contractor:

a) Labor : None

b) Materials : None

c) Equipment : None

3. Japanese Government :

a) Labor : None

b) Materials : None

c) Equipment : None

Bryan K. Riggs
2d Lt Infantry

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: I January I949 FOR OPERATION AND MANAGEMENT No. M-2-D

Installation: Kaihin Hotel

To:

Nature of Work: Furnishing of personnel and supplies incidental to the administrative control of the facility by the Receiving Officer to include special clerks for records keeper, interpreters, and book-keepers.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JINO-4478 from I Jan. I949 thru 3I Jan. I949.

This Work Order, supplemented by completed, accurate, and certified cost data, will be attached to

(Signed) Hotel Commander

PROCUREMENT RECEIPT JINO-4478

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

JFNO
~~JFMS~~ 4478
Work Order No. M-2-D

31 January 1949

I. Occupation Forces:

a) Labours: None.
b) Materials: None.
c) Equipment: None.

2. Japanese Contractor:

a) Labours:

	No. of employment	Unit	Regular time	Over time	Total time
Manager	I	Manhrs	208	52	260
Assist. manager	I	"	208	74	282
Chief Clerk	I	"	208	74	282
M)	3		624	200	824

b) Materials: None.
c) Equipment: None.

3. Japanese Government:

a) Labours: None.
b) Materials: None.
c) Equipment: None.

Bryan K. Riggs
2d Lt Infantry

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

I certify to the best of my knowledge and belief that the attached statements represent a true and accurate account of all labour, materials, and equipment, furnished by, or furnished to my organization in connection with Procurement Demand No.JFNO4478 during the period I ~~December 1948~~ to 31 January 1949.
January 1949

Signature : Kokichi Suganuma

Title : Manager

Organization: Kaihin Hotel

Date :

I certify that to the best of my Knowledge and belief, the materials, labour, and supplies reported herein are correct and were used only for the maintenance of the facilities described in the Procurement Demand and that the materials, labour, and supplies do not represent any addition, extention, or alternation that exceed the standard of the facilities as accepted.

Signature: Albert E Wakefield

8 FEB 1949 / 1st Lt, Inf.
ALBERT E. WAKEFIELD
1ST LT INF

I have examined the attached statement by the contractor and the cost data added by the Japanese Government, and I certify to the best of my knowledge and belief that it represents a true and accurate statement and the total amount has been charged to the account indicated.

Signature: J. Kidera

Title : CHIEF OF OITA SUB OFFICE
S.P.B. FUKUOKA BRANCH

Government Officer:

Date : 4th Feb 1949

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Page ____ of ____ Pages

Received From : Kaihin Hotel
Individual / Firm

Address : Shoningata Beppu City Oita Prefecture
Number and Street

Date Received : Month of December 1948 (Partial) (Final) Receipt
Or Period Covered — Delete One

Account code (If Applicable to All Items) : 115.3.12.100.0 Receipt No. 4470-F
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Received	Unit	Quantity	Enter Estimated Relative Value on U.S. Copies Only	
				Unit Value	Total Value
I.	Services of aHotel Operating company to perform operation and management of the Kaihin Hotel Oita prefecture, as directed by the Receiving Officer and further described in the bill of particulars accompaning the P.D. Work performed in accordance with the following Work Orders. No. of Work Order — Date of Issue M-2-A — 1 Dec. 1948 M-2-B — 1 Dec. 1948 M-2-C — 1 Dec. 1948 M-2-D — 1 Dec. 1948 Work Orders and Hand Receipts attached. (See attached statements)				

(Datach Along this Line for Additional Pages) Grand Total

(Space of Mil. Govt. Unit Only)

Previously Reported Value : Revaluation :

Net Change — (Increase) (Decrease) Total Record By :
Delete One

Net Change — (Increase) (Decrease) Monthly Record By :
Delete One

8th Army Procurement Section — Mil. Govt. Hq. & Hq. Co. — Oita Prefecture
Unit
(Mil. Govt. Unit which Prepared Demand)

IV Procurement District Fukuoka Branch. — Mil. Govt. Hq. & Hq. Co. — Fukuoka Prefecture
Unit
(Mil. Govt. Unit which Processed Demand)

(Space for Receiving Agency Only)

Authority for Restricted Item : Administrative Rewrite of Operation and Maintenance clause on Estate P.O. (Japanese Delivery) (~~Occ. Force Pick Up~~)
Letter Reference or Signature — Delete One

Taken up on Property Records of : Hotel Officer, 19th Inf. Camp Chickamauga, APO 24 By : Joseph T. Cadden 1st Lt., 19th Inf.
Organization — Accountable Officer — Rank — Date

Remarks :

Certified Correct as to Quantity and Items Except as Noted and Initialed :

By : Robert E Wakefield 1ST LT, OITA MIL GOVT TEAM 5 DEC 1948
Receiving Officer — Organization — Date

By : Fujio Iwase Manager. Beppu Field Unit Office. Fukuoka Branch. S.P.B — Date
Japanese Representative

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

INSTRUCTIONS FOR USE OF FORM 2

(Local reproduction of this form is not authorized)

1. This form will be used to receipt for all Japanese supplies and facilities procured by procurement demand and will be the basis to support the suppliers', property owners', and contractors' claim for payment by the Japanese government. It will also serve to furnish information to higher headquarters of the value of supplies and facilities procured from Japanese civilian sources.
2. A receipt will be issued for every procurement demand prepared, unless such demand is voided.
3. The procurement receipt number assigned this receipt will be the same as was used on the demand for the supplies and facilities hereon with the following changes: Third group—A consective letter sequence for partial receipts starting with the letter A for the first delivery (partial receipt). Revaluations will be indicated by adding a letter sequence in inverse order starting with the letter Z for the first revaluation receipt. Illustration: KYTE-5 or KYTE-5-A or KYTE-5-Z or KYTE-5-AZ.
4. Item numbers will correspond to those used on the procurement demand. Item not delivered will be lined out.
5. The specific description of the supplies and facilities received will be as stated on the demand; verified, corrected, and amplified by inspection at time of delivery.
6. If a single account code is not applicable to all items on the receipt, enter after each item described, the proper account code given in Incl 5**.
7. Detach the lower half of all except the last page, if more than one page is required.
8. Relative value, calculated as given in Incls 6 to 10** will be entered on all copies *except those given to the Japanese.*
9. In reporting revaluations, the original or previously reported value, the correct or recalculated value, and the net change in value will be given, as explained in Incl 6**.
10. Under "Remarks", include the following, if appropriate:
    a. Statement as to the materials, equipment, labor and supervision furnished by occupation forces in filling demand.
    b. Reference to any attached statements, invoices, hand receipts, and inventories.
11. Alterations in the nomenclature and quantity of items will be initialed by both the receiving officer and the Japanese representative.
12. Both representatives will sign all copies of the receipt and inventory.
13. List of papers in connection with receipt, number of copies, and by whom prepared:

a. Procurement receipt, GPA Form 2	6 copies	Japanese Liaison Office
b. Procurement data, Form MGP 2	2 copies	Military government unit
c. Inventory	4 copies	Requesting unit
d. Utilities statement of service rendered	3 copies	Japanese Liaison Office
e. Japanese hand receipts	2 copies	Japanese Supplier, etc.

14. Distribution of papers and number of copies:

a. Central Records	1 copy	of 13a and b above
b.* Military government unit	1 copy	of a, b, c, d, and e
c. Appropriate staff section	1 copy	of a, c and d
d. Japanese Liaison Office	2 copies	of a,
	1 copy	of c and d
e. Japanese supplier,	1 copy	of a and e
f. or Japanese property owner	1 copy	of a, c and e
g. or Japanese contractor	1 copy	of a and e

15. Partial receipts will be prepared and distributed in the same manner.
16. Receipts issued to record revaluations will be prepared by the military government unit in duplicate. One copy will be forwarded to Central Records and one copy retained in file. A procurement data form will be prepared and attached to each copy of a revaluation receipt.
17. Military government unit will forward Central Records copy directly to Military Government Section, Headquarters Eighth Army, APO 343, attention Procurement Division.

* When receipt is received by a military government unit which did not prepare the demand, extra copies of each paper must be made for the files of the unit which prepared the demand.

** Inclosure references are to Eighth Army Operational Directive.

Eighth Army Printing Plant-Buenjuda
5yd.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: I Dec. I948 FOR OIERATION AND MANAGEMENT No.M-2-A

Institution: Kaihin Hotel Shoningaha , Beppu City

To:

Nature of work: Furnishing of personnel and supplies,excluding Supplies for engineer type maintenance of the facility,for the normal operation and management of facility of this sort,on a first class scale.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JPNO-4478 FromI Dec. Thru 3I Dec.

This work order,supplemented by completed, accurate,and certified cost data,will be attached to

PROCUREMENT RECEIPT JPNO-4478 (signed)Hotel Commander

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: 1 Dec. 1948 FOR OPERATION AND MAINTENANCE No. H-2-B

Installation: Kalbin Hotel Shaninsaha ,Kerru City

To:

Nature of work: Furnishing of personnel and supplies(excluding food supplies) for the preperation and serving food.

The above work is to be accomplished in accordance with the provisions of PROCUREMENT DEMAND JJNC-4478 From 1 Dec. Thru 31 Dec.

This work order, supplemented by completed ,accurate,and certified cost data,will be attached to_____

(Signed) Hotel Commander

PROCUREMENT RECEIPT JJNC-4478

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

31 December 1948

JPNC 4478
Work Order No. M-2-B

1. Occupation Forces:

a) Labour: None.
b) Materials: None.
c) Equipment: None.

2. Japanese Contractor:

a) Labor:

	No. of employment	Unit	Regular Time	Special Work	Total
Chief cook	I	Manhrs	216	74	290
Cook	I	"	216	74	290
Kitchen Police	2	"	432	144	576
Room maid	8	"	1728	592	2320
	I2	-	2592	884	3476

b) Materials: None.
c) Equipment: None.

3. Japanese Government:

a) Labors: None.
b) Materials: None.
c) Equipment: None

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE:_____

TO: Kokichi Suganuma

The following services are requested for

Kaihin Hotel

Solder 7 pans: Dia. 7"
" 7 1/2"
" 7 1/2"
8" 8"
" 8 1/2"
" 10 1/2"
" 11"

This Order meets the following requirements:

A. It is essential in order to make service, supplies, and equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Direction.

Name:_____

Rank:_____

Title:_____

F.D.No. JENO 4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand receipt

JIMO 4478
WORK ORDER No.H-2-B

31 December 1948

I.Occupation Forces:
(a) Labour: None.
(b) Materials: None.
(c) Equipment: None.

2.Japanese Contractor:

(a) Labour:

	Unit	Quantity
Tin-san	Manhrs.	7

(b) Materials:

	Unit	Quantity
Hydrochloric acid	gal.	0.1
Solder	lbs	1
Zink	"	0.4
Charcoal	"	30

(c) Equipment:

	Unit	Quantity
Auto-tricycle	hours	2

3. Japanese Government:
(a)Labour: None.
(b)Materials: None.
(c)Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: 1 Dec.1948 FOR OPERATION AND MANAGEMENT No. M-2-C

Installation: Kaihin Hotel Shôningahs Beppu City

To: /

Nature of work: Furnishing of personnel and supplies for the maintenance and repair of all furniture and furnishings in to include the replacement offurniture andfurnishings that becams worn or damaged beyond repair.

The above work is tobe accomplished in accordance with the Provisions of PROCUREMENT DEMAND JENO-4475 From 1Dec. Thru 31 Dec.

This Work Order,supplemented by completed,accurate,and certified cost data,will be attached to PROCUREMENT RECEIPT. JENO-4475

(Signed) Hotel Comman'er

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE:_____

****

To: Kokichi Suganuma

The following services are requested for

Kaihin Hotel

I. Cleanser 25 lbs.

****

This Order meets the following requirements:

A. It is essential in order to make service, supplies, equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name:_____

Rank:_____

Title:_____

P.D.No. JPNO 4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE:_____

To: Kokichi Suganuma

The falling services are requested for Meihin Hotel:

I. Sand-paper # 0 7 sheets

This Order meets the following requirements:

A. It is essential in order to make service, supplies, and equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name:_____

Rank:_____

Title:_____

P.D. NO. JENC 4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER_____

DATE:_____

To: Kokichi Suzapuma

The following services are requested for

Kaihin Hotel

I. Round brush 20 pcs.

Thie Order meets the following requirements:

A. It is essential in order to make service, supplies, equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name:_____

Rank:_____

Title:_____

P.D.No. JENO 4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

HAND RECEIPT

31 December 1948

JPNO 4478
WORK ORDER No. M-2-A

I. Occupation Forces:
a) Labors: None
b) Materials: None
c) Equipment: None

2. Japanese Contractor:

a)Labors:	No. of employment	Unit	Regular time	Over time	Special work	Total
Guard	2	Manhrs	~~816~~ 432	I64		596
Electrician	I	"	I76	72	(20)	248
Gardener	4	"	704	288		992
Boiler-man	2	"	352	I64	(32)	5I6
	9		I664	688		2352

Marks

b) Materials:	Unit	Quantity
Cleanser	lbs	25
Sand-paperF # 0	sheet	7
Round brush	pcs	20

c) Equipment: None.
d) Other services: None .

3. Japanese Government:
a) Labors: None.
b) Materials: None.
c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

SUPPLY ORDER REQUEST SERIAL NUMBER:_____

DATE:_____

To: Kokichi Sugamuma

The following services are requested for Kaihin Hotel:

I. Hemp-palm door mat I sheet.

This Order meets the following requirements:

A. It is essential in order to make service, supplies, and equipment available to leave personnels.

B. It is reduced to bare necessity.

C. It is required to prevent a breakdown of functions.

D. Work is not prohibited by current Procurement Directive.

Name:_____

Rank:_____

Title:_____

P.D.No. JPNO4478

Received by_____

Date:_____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

Hand Receipt

31 December 1948

JFNO 4478
WORK ORDER NO.M-2-C

I.	Occupation Forces:		
	(a) Labors:	None.	
	(b) Materials:	None.	
	(c) Equipment:	none	
2.	Japanese Contractor:		
	(a) Labors:	None.	
	(b)Materials	Unit	Quantity
	Hemp-palm door mat 1.5 ft /2.5ft	sheet	I
	(c)Equipment	None.	
3.	Japanese Government:		
	(a) Labors:	None.	
	(b) Materials:	None.	
	(c) Equipment:	None.	

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

WORK ORDER

Date: I Dec. I948 FOR OPERATION AND MANAGEMENT NO.M-2-D

Installation: Kaijin Hotel Shoningaha Beppu City

To:

Nature of work: Furnishing of personnel and supplies incidental to the administrative control of the racilityby the Receiving Officer, to include special clerks for records keeping,interpreters,and book-keepers.

The above work is to be accomplished in accordance with the pfovisions of PROCUREMENT DEMAND JPNO-4478 From IDec. Thru 3I Dec.

This work order, supplemented by completed ,accurate,and certified cost data, will be attached to

PROCUREMENT RECEIPT . JPNO-4478

(Signed) Hotel Commander

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

HAND RECEIPT

31 December 1948

JPNC 4478
Work Order No. M-2-D

1. Occupation Force:
   a) Labors: None.
   b) Materials: None.
   c) Equipment: None.

2. Japanese Contractor:

a) Labors:	No. of employment	Unit	Regular time	Over time	Total
Manager	I	Manhrs	216	52	268
Assist.manager	I	"	216	74	290
Clerk	I	"	216	74	290
	3		648	200	848

   b) Materials: None.
   c) Equipment: None.

3. Japanese Government:
   a) Labors: None.
   b) Materials: None.
   c) Equipment: None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

I certify to the best of my knowledge and belief that the attached statements represent a true and accurate account of all labour, materials, and equipment, furnished by, or furnished to my organization in connection with Procurement Demand No. JPNO 4068 During the period from I December to 31 December 1948.

Signature : Kokichi Suganuma

Title : Manager

Organization: Kaihin Hotel

Date : 3 December 1948

I certify that to the best of my knowledge and belief, the materials, labour, and supplies, reported herein are correct and were used only for the maintenance of the facilitities desvribed in the Procurement Demand and that the materials, labour, and supplies do not represent any addition, extention, or alteration that exceed the standard of the facilities as accepted.

Albert E Wakefield
1ST LT INF

I have examined the attached statement by the contractor and the cost data added by the Japanese Government, and I certify to the best of my knowledge and belief, that it represents a true and accurate statement and that the total amount has been charged to the account indicated.

Signature: Fujio Iwa

Title : Manager. Beppu Field Unit Office.
Fukuoka Branch. S.P.B.

Government Officer: _____

Date : _____

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Received From: KAIHIN HOTEL
Individual Firm

Address: Shoningahama Beppu Oita
Number and Street City Prefecture

Date Received: Month of November 1948
Or Period Covered

(Partial) (Final) Receipt
Delete One

Account code (If Applicable to All Items): 115-2-12-100-0 Receipt No. JIMD 4478-F

(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Received	Unit	Quantity	Enter Estimated Relative Value on U.S. Copies Only	
				Unit Value	Total Value
1.	Servies of a Hotel operating company to perform operation and management of the KaihinHotel Oita Prefecture, as directed by the Receiving Officer and further described in the bill of particulars accompanying the P.D.				
	(See attached statement)				

(Datach Along this Line for Additional Pages) Grand Total

(Space of Mil. Govt. Unit Only)

Previously Reported Value: Revaluation:

Net Change—(Increase) (Decrease) Total Record By:
Delete One

Net Change—(Increase) (Decrease) Monthly Record By:
Delete One

8th Army Procurement Section	IX Procurement District, Fukuoka Branch,
Mil. Govt. Hq. & Hq. Co.	Mil. Govt. Hq. & Hq. Co.
Unit Prefecture	Unit Prefecture
(Mil. Govt. Unit which Prepared Demand)	(Mil. Govt. Unit which Processed Demand)

(Space for Receiving Agency Only)

Authority for Restricted Item: Administrative Rewrite of Operation and Maintenance clause on Real Estate P.D.
Letter Reference or Signature

Taken up on Property Records of: Hotel Officer, 19th Inf. Camp Chickamauga, APO 24 By: JOSEPH T. GODDEN 1st Lt., 19th Inf. 2 Dec. 1948
Organization Accountable Officer Rank Date

(Japanese Delivery) ~~(Occ. Force Pick Up)~~
Delete One

Remarks:

Certified Correct as to Quantity and Items Except as Noted and Initialed:

By: Albert E Wakefield Oita mil Yard Team 2 Dec 1948
Receiving Officer Organization Date

By: Fujio Sona 2 Dec. 1948
Japanese Representative Agency Date

Manager. Beppu Field Unit Office.
Fukuoka Branch. S.P.B

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

INSTRUCTIONS FOR USE OF FORM 2

(Local reproduction of this form is not authorized)

1. This form will be used to receipt for all Japanese supplies and facilities procured by procurement demand and will be the basis to support the suppliers', property owners', and contractors' claim for payment by the Japanese government. It will also serve to furnish information to higher headquarters of the value of supplies and facilities procured from Japanese civilian sources.
2. A receipt will be issued for every procurement demand prepared, unless such demand is voided.
3. The procurement receipt number assigned this receipt will be the same as was used on the demand for the supplies and facilities hereon with the following changes: Third group—A consective letter sequence for partial receipts starting with the letter A for the first delivery (partial receipt). Revaluations will be indicated by adding a letter sequence in inverse order starting with the letter Z for the first revaluation receipt. Illustration: KYTE-5 or KYTE-5-A or KYTE-5-Z or KYTE-5-AZ.
4. Item numbers will correspond to those used on the procurement demand. Item not delivered will be lined out.
5. The specific description of the supplies and facilities received will be as stated on the demand; verified, corrected, and amplified by inspection at time of delivery.
6. If a single account code is not applicable to all items on the receipt, enter after each item described, the proper account code given in Incl 5**.
7. Detach the lower half of all except the last page, if more than one page is required.
8. Relative value, calculated as given in Incls 6 to 10** will be entered on all copies *except those given to the Japanese.*
9. In reporting revaluations, the original or previously reported value, the correct or recalculated value, and the net change in value will be given, as explained in Incl 6**.
10. Under "Remarks", include the following, if appropriate:
    a. Statement as to the materials, equipment, labor and supervision furnished by occupation forces in filling demand.
    b. Reference to any attached statements, invoices, hand receipts, and inventories.
11. Alterations in the nomenclature and quantity of items will be initialed by both the receiving officer and the Japanese representative.
12. Both representatives will sign all copies of the receipt and inventory.
13. List of papers in connection with receipt, number of copies, and by whom prepared:

a. Procurement receipt, GPA Form 2	6 copies	Japanese Liaison Office
b. Procurement data, Form MGP 2	2 copies	Military government unit
c. Inventory	4 copies	Requesting unit
d. Utilities statement of service rendered	3 copies	Japanese Liaison Office
e. Japanese hand receipts	2 copies	Japanese Supplier, etc.

14. Distribution of papers and number of copies:

a. Central Records	1 copy	of 13a and b above
b.* Military government unit	1 copy	of a, b, c, d, and e
c. Appropriate staff section	1 copy	of a, c and d
d. Japanese Liaison Office	2 copies	of a,
	1 copy	of c and d
e. Japanese supplier,	1 copy	of a and e
f. or Japanese property owner	1 copy	of a, c and e
g. or Japanese contractor	1 copy	of a and e

15. Partial receipts will be prepared and distributed in the same manner.
16. Receipts issued to record revaluations will be prepared by the military government unit in duplicate. One copy will be forwarded to Central Records and one copy retained in file. A procurement data form will be prepared and attached to each copy of a revaluation receipt.
17. Military government unit will forward Central Records copy directly to Military Government Section, Headquarters Eighth Army, APO 343, attention Procurement Division.

* When receipt is received by a military government unit which did not prepare the demand, extra copies of each paper must be made for the files of the unit which prepared the demand.

** Inclosure references are to Eighth Army Operational Directive.

Eighth Army Printing Plant-Seoul(Jul)
59

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

BILL OF MATERIAL JPNC 4479

1. Name of Contractor: Owner of Haihin Hotel
   Adress: Shoningahama, Beppu City, Oita
2. Work Completed : Operation and management.
3. Location of Building: Shoningahama, Beppu City, Oita.
4. Recieving Officer: Hotel Officer, Oita M.G.D.
5. Date: Month of November, 1946.

6. Furnished by the Japanese Contractor.
   A. Labor and supervision in Man Hours by Craft, Profession or Trade.

Type	No of person	Unit	Quantity Regular time	Overtime	Special work	Total
Manag e r	I	Man h our	208	64		272
Assis t.Manager	I	"	208	68		276
Ele ctrician	I	"	208	82	20	3 I0
Gardene r	4	"	832	328		II60
Guard	2	"	4I6	I64		580
K. P.	2	"	4I6	I44		560
Room maid A	4	"	832	288		II20
Room maid B	4	"	832	288		II20
Boilerman	2	"	4I6	I64	40	620
Chief cook	I	"	208	8 2		290
cook A	I	"	208	82		290
Total	23	-				6 598

B. Materials furnished by type and quantity.

Type.	Unit.	Quantity.
Bamboo Rake 28.	Piece	I5
Ammonia Fluid	gal	3/4
News Paper	lbs	6
Envelope	piece	I70
Typewriting Paper	sheet	I500
Tooth-pick 24.	Bundle	6
Metal-Polish	en	6
Carbon-Paper	sheet	30
Writing-paper(Mimeo)	"	I000
"	"	800
Broom	en	I0

C. Equipment by type and quantity. None.

7. Furnished by the occupation forces.
   A. Labor, in man hour by craft. None.
   B. Materials, by type and quantity. None.
   C. Equipment, by type and hours of use. None.

8. Furnished by the Japanese Government.
   A. Labor. in man hours by craft. None.
   B. Materials by type and quantity. None.
   C. Equipment, by type and hours of use. None.

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

I certify, to the best of my knowledge and belief, that the attached statements represent a true and accurate account of all labor materials and equipment furnished by or furnished to, my organization in connection with procurement demand No. JPMO 4478 during the period 1 November 1948 to 30 November 1948

Signature Kokichi Sugeno

Title Manager of Kaihin Hotel

Organization Kaihin Hotel

Date 28 November 1948

I certify that to the best of my knowledge and belief the materials, labor and supplies reported herein are correct and were used only for the maintenance of the facilities described in the Procurement demand and that the materials, labor and supplies do not represent any addition, extension or alteration that exceed the standard of the facilities as accepted.

Albert E Warnefield

I have examined the attached statement by the contractor and the cost data added by the Japanese Government, and I certify to the best of my knowledge and belief, that it represents a true and accurate statement, and that the total amount has been charged to the account indicated.

Signature Fujii Ikuo

Title Manager, Beppu Field Unit Office

Government Office Fukuoka Branch. S.P.B

Date

RECEIVED
DEC 28 1948
Office of Military Government

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Received From: Kaihin Hotel
Individual / Firm

Address: Shoningahama / Beppu / Oita
Number and Street / City / Prefecture

Date Received: Month Of October 1948
Or Period Covered

(Partial) ~~XXXXX~~ Receipt
Delete One

Account code (If Applicable to All Items): 115-2-12-100-0 Receipt No. JPNO 4478-D
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Received	Unit	Quantity	Enter Estimated Relative Value on U.S. Copies Only	
				Unit Value	Total Value
1.	Services of a Hotel Operating Company to perform operation and Management of the Kaihin Hotel Oita Prefecture. As directed by the Receiving Officer and further described in the Bill of particulars accompanying the P.D.				
	See attached statement				

(Datach Along this Line for Additional Pages) | Grand Total |

(Space of Mil. Govt. Unit Only)

Previously Reported Value: Revaluation:

Net Change—(Increase) (Decrease) Total Record By:
Delete One

Net Change—(Increase) (Decrease) Monthly Record By:
Delete One

8th Army Procurement Section / ~~Mil. Govt. Hqs. & Hqs. Co.~~
Unit / Prefecture
(Mil. Govt. Unit which Prepared Demand)

IV Procurement District, Fukuoka Branch. / ~~Mil. Govt. Hqs. & Hqs. Co.~~
Unit / Prefecture
(Mil. Govt. Unit which Processed Demand)

(Space for Receiving Agency Only)

Authority for Restricted Item: Administrative Rewrite of on Real Estate P.D. operation and Maintenance clause. (Japanese Delivery) ~~(Use Force Pick Up)~~
Letter Reference or Signature / Delete One

Taken up on Property Records of: Camp Chickamauga, APO 24 By: Hotel Officer JOSEPH T. CADDEN 1st Lt., 19th Inf.
Organization / Accountable Officer / Rank / Date

Remarks:

Certified Correct as to Quantity and Items Except as Noted and Initialed:

By: [signature] Oita MGT 12 Nov 1948
Receiving Officer / Organization / Date

By: [signature] Beppu Field Unit P.E. Fukuoka Branch 12 NOV. 1948.
Japanese Representative / Agency / Date

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

INSTRUCTIONS FOR USE OF FORM 2

(Local reproduction of this form is not authorized)

1. This form will be used to receipt for all Japanese supplies and facilities procured by procurement demand and will be the basis to support the suppliers', property owners', and contractors' claim for payment by the Japanese government. It will also serve to furnish information to higher headquarters of the value of supplies and facilities procured from Japanese civilian sources.
2. A receipt will be issued for every procurement demand prepared, unless such demand is voided.
3. The procurement receipt number assigned this receipt will be the same as was used on the demand for the supplies and facilities hereon with the following changes: Third group—A consective letter sequence for partial receipts starting with the letter A for the first delivery (partial receipt). Revaluations will be indicated by adding a letter sequence in inverse order starting with the letter Z for the first revaluation receipt. Illustration: KYTE-5 or KYTE-5-A or KYTE-5-Z or KYTE-5-AZ.
4. Item numbers will correspond to those used on the procurement demand. Item not delivered will be lined out.
5. The specific description of the supplies and facilities received will be as stated on the demand; verified, corrected, and amplified by inspection at time of delivery.
6. If a single account code is not applicable to all items on the receipt, enter after each item described, the proper account code given in Incl 5**.
7. Detach the lower half of all except the last page, if more than one page is required.
8. Relative value, calculated as given in Incls 6 to 10** will be entered on all copies *except those given to the Japanese.*
9. In reporting revaluations, the original or previously reported value, the correct or recalculated value, and the net change in value will be given, as explained in Incl 6**.
10. Under "Remarks", include the following, if appropriate:
    a. Statement as to the materials, equipment, labor and supervision furnished by occupation forces in filling demand.
    b. Reference to any attached statements, invoices, hand receipts, and inventories.
11. Alterations in the nomenclature and quantity of items will be initialed by both the receiving officer and the Japanese representative.
12. Both representatives will sign all copies of the receipt and inventory.
13. List of papers in connection with receipt, number of copies, and by whom prepared:

a. Procurement receipt, GPA Form 2	6 copies	Japanese Liaison Office
b. Procurement data, Form MGP 2	2 copies	Military government unit
c. Inventory	4 copies	Requesting unit
d. Utilities statement of service rendered	3 copies	Japanese Liaison Office
e. Japanese hand receipts	2 copies	Japanese Supplier, etc.

14. Distribution of papers and number of copies:

a. Central Records	1 copy	of 13a and b above
b.* Military government unit	1 copy	of a, b, c, d, and e
c. Appropriate staff section	1 copy	of a, c and d
d. Japanese Liaison Office	2 copies	of a,
	1 copy	of c and d
e. Japanese supplier,	1 copy	of a and e
f. or Japanese property owner	1 copy	of a, c and e
g. or Japanese contractor	1 copy	of a and e

15. Partial receipts will be prepared and distributed in the same manner.
16. Receipts issued to record revaluations will be prepared by the military government unit in duplicate. One copy will be forwarded to Central Records and one copy retained in file. A procurement data form will be prepared and attached to each copy of a revaluation receipt.
17. Military government unit will forward Central Records copy directly to Military Government Section, Headquarters Eighth Army, APO 343, attention Procurement Division.

* When receipt is received by a military government unit which did not prepare the demand, extra copies of each paper must be made for the files of the unit which prepared the demand.

** Inclosure references are to Eighth Army Operational Directive.

Eighth Army Printing Plant-Bootjobs
5964

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

BILL OF MATERIALS ON P.D. No. 4478

1. Name of Contractor: Owner of Kaihin Hotel
   Address : Shoningahama Beppu City, Oita.
2. Work Accompleted : Operation and Management.
3. Location of building: Shoningahama Beppu City Oita.
4. Receiving Officer: Hotel Officer, Oita MGT.
5. Date : Month of October 1948.
6. FURNISHED BY THE JAPANESE CONTRACTOR.

a. Labor, in manhrs, by craft.

Type	Unit	Quantity	Man Hr.	Remarks
Manager	Man hour	1	248	
Assist. Manager	"	1	248	
Electriction	"	1	296	
Gardener	"	2	528	
Room maid	"	9	2170	5 women employed from 5 Oct.
Boiler man	"	2	339	2 men employed 5 Oct.
Guard	"	4	806	3 men employed from 5 Oct.
Cook	"	2	452	2 men employed from 5 Oct.
			5087	

b. Materials furnished by type and quantity.

Type	Unit	Quantity
Broom	piece	5
Bamboo rake	"	10
Polishing powder	bag	25
Brass polish	can	5
News-paper	lbs	6
Bamboo basket	piece	2

c. Equipment by type and quantity None
d. Other Services None

7. Furnished by the Occupation Forces
   a. Labor, in manhrs by craft None
   b. Materials, by type and quantity None
   c. Equipment, by type and hrs of use None

8. Furnished by the Japanese Government
   a. Labor, in manhours by craft None
   b. Materials, by type and Quantity None
   c. Equipment, by type and hrs of use None

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

"I certify to the best of my knowledge and belief that above (or attached) statements represent a true and accurate account of organization in connection with the Procurement Demand No. JPNO 4478 during the period, the month of October 1948."

Signature _____
KOKICHI SUGANUMA

Title Manager of Kaihin Hotel.

Organization Kaihin Hotel

" I certify that to the best of my knowledge and belief, the materials, labour and supplies, reported herein are correct and were used only for the maintenance of the facilities, described in the Procurement Demand and that the materials, labour, and supplies do not represent any addition, extension or alternation that exceed the standard of the facilities as accepted."

....

"I have examined above (or attached) statement by the contractor and the cost data added by the Japanese Government, and I certify to the best of my knowledge and belief that it represents a true and accurate statement and that the total amount has been charged to the account indicated."

Signature Fujii Ioma

Title Manager

Government Officer I.P.B. Beppu Field Unit
Fukuoka Branch

Date 12 NOV. 1948

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

GPA Form 1
(4-48)

PROCUREMENT DEMAND
On Imperial Japanese Government

Account Code (If Applicable to all Items): 125-2-12-100-0 Demand No. JPNO 4478

(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
1.	Services of a Hotel Operating Company to perform operation and management of the Kaihin Hotel, Oita Prefecture. Real Estate procured under JPNR 43. The operation and management of the above listed installation is to be performed under the direction of the Receiving Officer, and is to include, but is not limited to the following: (a) Furnishing of personnel and supplies (excluding supplies for engineer type maintenance of the facilities) for the normal operation and management of facilities of this sort, on a first class scale. (b) Furnishing of personnel and supplies (excluding food supplies) for the preparation and serving of food. (c) Furnishing of personnel and supplies for the maintenance and repair of all furniture and furnis hings in the installations, to include the replacement of furniture and furnishings that become worn or damaged beyond repair. (d) Furnishing of personnel and supplies		

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cations.

12. All copies of the procurement demand will be signed.
13. If the military government unit preparing and processing the demand is the same, only the second of the two "Military Government Unit" blocks will be completed.
14. List of papers in connection with procurement, number of copies and by whom prepared:

a.	Procurement demand, GPA Form 1	6 copies	Military government unit
b.	Unit requisition	3 copies	Requesting unit
c.	Plot and building plans	5 copies	Requesting unit
d.	Specifications as to rehabilitation and operation desired	5 copies	Requesting unit
e.	Construction drawings	2 copies	Appropriate staff section
f.	Construction specifications	2 copies	Appropriate staff section

15. Distribution of papers and number of copies:

a.	Central Records	1 copy	of 14a above
b.*	Military government unit	1 copy	of a, b, c and d
c.	Appropriate staff section	1 copy	of a, b, c, d, e and f
d.	Requesting Unit	1 copy	of a, b, c and d
e.	Japanese Liaison Office	1 copy	of a, c and d
f.	Japanese supplier	1 copy	of a
g.	or Japanese property owner	1 copy	of a, c and d
h.	or Japanese contractor	1 copy	of a, e and f

16. Amended demands will be prepared and distributed in the same manner.
17. Military Government will forward Central Records copy directly to Military Government Section. Headquarters Eighth Army, APO 343, attention Procurement Division.
18. Japanese Liaison Office will enter name and address of Japanese supplier, contractor, or service company under "Suggested Source", if none is indicated.
19. Changes in the source (delivery point) and date and method of delivery will be coordinated with the military Government unit and will be corrected on the form by the Japanese Liaison Office before signature and return.

* When demand is prepared by one military government unit and forwarded to another military government unit for processing on the Japanese, extra copies of each paper must be made for the files of the processing unit.

** Inclosure references are to Eighth Army Operational Directive.

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GPA Form 1
(4-46)

PROCUREMENT DEMAND
On Imperial Japanese Government

Account Code (If Applicable to all Items): 115-2-12-100-0 Demand No. JPNO 4478
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	incidental to the administrative contraol of the facilities by the Receiving Officer, to include special clerks for record-keeping, interpreters, and book-keepers. EXCLUTINS AND IMITATIONS: This procurement demand does not cover the following which will be provided for by separate procurement demands. (a) Engineer type maintenance of the real estate facilities listed above. (b) The furnishing of utilities for operating the installation such as water, gas, electricity or sewage disposal. (c) The hauling and unloading of coal. (d) The use of horses. (e) The operation and maintenance of stables. (f) The use, repair and maintenance of boats. (g) The use of vehicles, bicycles or their maintenance. (h) Entertainment services of any kind. RECEIPTS: See attached RECEIPT INSTRUCTIONS. NOTE: These services were deleted from JPNO 4068 as of 1 July 1948. Confirming - 1 July 1948 until signed by the Japanese.		
DS/vab			

(Detach Along this Line for Additional Pages)

Suggested Source: Kokichi Suganuma (Name) Beppu (Address) Oita (City) (Prefecture)

(Japanese Delivery) (~~Use Force Pick Up~~) Authority for Restricted Item: Administrative rewrite of operation and maintenance caluse on Real Estate, PD
Delete One (Letter Reference or Signature)

Delivery Required: 1 July 1948 - 30 June 1949 (Calendar Date or Period) Ship By: (~~Air~~) (~~Water~~) (~~Rail~~) (~~Road~~)
Delete Three

Deliver To: Officer in Charge (Name of Receiving Officer) Kaihin Hotel (Organization) (Location) Oita (Prefecture) (Phone)

Requested By: Commanding Officer (Name of Requesting Officer) 19th Inf. Regt. (Organization) Beppu (Location) Oita (Prefecture) (Phone)

Approved By: The Engineer (Name of Approving Officer) Eng (Staff Section) 8th Army (Headquarters) Kanagawa (Prefecture) (Phone)

Remarks and Instructions: Per Engr c/s # 6240 dtd 17 Aug. '48 f/w JPNO 4058-B

(Space for Mil. Govt. Unit Preparing and Forwarding Demand to Another Mil Govt. Unit)

8th Army Procurement Section Japan (Unit) ~~Mil. Govt. Hq. & Hq. Co.~~ (Prefecture) Typed: RICHARD H. MOORE. Lt. Col. FA
~~Mil.~~ Govt. Officer (Rank) (Branch)
Proc.

(Space for Mil. Govt. Unit Processing Demand to Japanese)

IV Procurement District (Unit) ~~Procurement~~ Fukuoka Br. (Prefecture) Signed: /s/ Richard H. Moore (Mil. Govt. Officer) Edward Holway (Rank) (Branch)

Dated: 7 Sept. 1948 Typed: EDWARD HOLWAY Major, Cav.

(Space for Japanese Only)

P. D. Received By: /s/ T. Satoh (Signature) S.P.B. Fukuoka (City) (Prefecture) 7 Sept. 1948 (Date)

A certified true copy.
/s/ Edward Holway
Major, Cav.

A TRUE COPY:
WALTER A. CRAWFORD
Major, 19TH INF

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

INSTRUCTIONS FOR USE OF GPA FORM 1

(Local reproduction of this form is not authorized)

1. This form will be used for the procurement of all Japanese supplies and facilities except labor, enemy surrendered facilities, equipment held for reparations, and facilities of United States. Allied, and Neutral nationals.
2. The procurement demand number assigned this demand will be used for subsequent receipts and releases of the supplies and facilities hereon and will consist of a three group letter and number combination as follows: First group—A four letter code to indicate the prefectural area and administrative region wherein the demand is prepared (not necessarily where processed to the Japanese), see Incl 4**. Second group—A single consecutive numerical sequence starting with one, covering all procurement demands irrespective of approving or using agency, for a particular prefectural area. Third group—A consecutive letter sequence for amendments to a particular procurement demand starting with the letter A for the first amendment. Illustration: KYTE-5 or KYTE-5-A.
3. Limit a particular procurement demand to a single approving staff section, to a single prefecture, and to supplies and facilities of either a total (outright) or monthly (rental) relative value.
4. Describe as completely as possible including, if known, Japanese name, type, quality, grade, model, rated capacity, and other descriptive nomenclature of the item. Include complete address in case of real estate or construction work. Construction demands will be cross-referenced to real estate demands which procured the site.
5. In describing items desired, use nomenclature equivalent to that listed in Incls 7 to 10**.
6. Indicate, when appropriate, materials, equipment, labor, and supervision furnished by the occupation forces to the Japanese in the fulfillment of the demand.
7. If a single account code is not applicable to all items on the demand, enter after each item described, the proper account code given in Incl 5**.
8. Detach the lower half of all except the last page, if more than one page is required.
9. Under "Suggested Source", indicate names and addresses of possible Japanese suppliers, contractors, or service companies.
10. Under "Deliver To", indicate the name of the officer who will have direct contact with the Japanese property owner or contractor in the case of real estate, construction work, or services.
11. Under "Remarks and Instructions", include the following, if appropriate:
    a. Packing and shipping instructions.
    b. "Delivery already made", and reason for necessity of issuing such confirmation demand.
    c. Reference to any attached statements, sketches, plot plans, maps, overlays, drawings and specifications.
12. All copies of the procurement demand will be signed.
13. If the military government unit preparing and processing the demand is the same, only the second of the two "Military Government Unit" blocks will be completed.
14. List of papers in connection with procurement, number of copies and by whom prepared:

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e. Japanese Liaison Office	1 copy	of a, c and d
f. Japanese supplier	1 copy	of a
g. or Japanese property owner	1 copy	of a, c and d
h. or Japanese contractor	1 copy	of a, e and f

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17. Military Government will forward Central Records copy directly to Military Government Section. Headquarters Eighth Army, APO 343, attention Procurement Division.
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19. Changes in the source (delivery point) and date and method of delivery will be coordinated with the military Government unit and will be corrected on the form by the Japanese Liaison Office before signature and return.

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