

773 013

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

Description of contents

- (1) Box no. 2946
- (2) Folder title/number: (29)
400.12: Procurement
- (3) Date: Nov. 1948 - June 1949

(4) Subject:

Classification	Type of record
9035	c, e

- (5) Item description and comment:
 - i) Kyoto
 - ii) Includes Contents List

(6) Reproduction: Yes No

(7) Film no.

Sheet no.

(Compiled by National Diet Library)

PAPERS

FILE NO: _____

Item #	Date	From	Synopsis
33.	19 May 49		Transmittal of Procurement Demands (JPNA-243)
34.	24 May 49		PD (JPNS-187-02)
35.	25 May 49		Procurement Demand (JPNS-187-01)
36.	26 May 49		PR (JPNA-242-01)
37.	31 May 49		MGP-65
38.	3 Jun 49		PR (JPNO 25 A-F)
39.	3 Jun 49		PR (JPNA-243-01)
40.	8 Jun 49		PR (JPNO 826-AA)
41.	20 Jun 49		Procurement Demand (JPNA 243-01)
42.	22 Jun 49		PR (JPNA-242-02)
43.	22 Jun 49		PR (JPNA-243-02)
44.	29 Jun 49		Radio: Procurement Demand Vehicles

PAPERS

FILE NO: _____

Item #	Date	From	Synopsis
13.	28 Feb 49		Procurement Receipt JPNY 2005-H
14.	3 Mar 49		Service Type Procurement Demands
15.	10 Mar 49		Procurement Receipt JPNO 826-U
16.	23 Mar 49		Procurement Receipt JPNO 25 A-D
17.	29 Mar 49		Extension and Termination of Service (JPNO) Type Procurement Demands
18.	3 Apr 49		Memo for Record Investigation of land reform status of land to be produced by the Occupation Forces
19.	5 Apr 49		Procurement Receipt JPNO 826-V
20.	8 Apr 49		Procurement Receipt JPNY 2005 (I)
21.	8 Apr 49		PD (JPNA 242)
22.	15 Apr 49		Procurement of Newspapers
23.	21 Apr 49		Report of Service Contract under PD Within Japan (Reports Control Symbol QGD-57)
24.	28 Apr 49		Termination of Procurement Demands
25.	4 May 49		JPNA 192 (PD)
26.	5 May 49		Procurement Receipt (NPNO 25 A-E)
27.	6 May 49		Repair of Quartermaster Type Furniture and Furnishings
28.	6 May 49		Procurement Demand JPNS - 187
29.	6 May 49		JPNA 242 (PD)
30.	9 May 49		Procurement Receipt JPNO 826-W
31.	16 May 49		Transmittal of Procurement Demands (JPNA - 243)
32.	17 May 49		Receipt Instruction (JPNS-187)

773 013

PAPERS

FILE NO: 400.12 PROCUREMENT

Item #	Date	From	Synopsis
1.	10 Jan 49		Procurement Receipt JPNY 2005 (F)
2.	11 Jan 49		Procurement Receipt (Teisan Auto Co. Ltd) JPNO 826 - S
3.	14 Jan 49		Procurement Receipt (Teisan Auto Co. Ltd) JPNO 820 - S
4.	22 Jan 49		Procurement Receipt (Hirasa Hotel) JPNO 25 A-B
5.	10 Feb 49		Submission of Procurement Receipts for Signature of Receiving Officer JPNO 826 T
6.	11 Feb 49		Submission of Procurement Receipts for Signature of Receiving Officer JPNO 820-T
7.	12 Feb 49		Submission of Procurement Receipts for Signature of Receiving Officer JPNO 2005 b
7A	12 Feb 49		Procurement Receipt JPNO 826-T
7B	12 Feb 49		Procurement Receipt JPNO 820 T
7C	14 Feb 49		Procurement Receipt JPNO 2005 (G)
8.	15 Feb 49		Submission of Procurement Receipts for Signature of Receiving Officer JPNO 25 AC
8A	15 Feb 49		Procurement Receipt JPNO 25 A-C
8B	26 Feb 49		Procurement Receipt JPNO 820-T
8C	26 Feb 49		Procurement Receipt JPNO 826-T
9.	25 Feb 49		Service Type Procurement Demands
10.	25 Feb 49		Procurement Receipt JPNO 3717
11.	25 Feb 49		Procurement Receipt JPNO 3717
12.	25 Feb 49		Procurement Policy in Relations to the Stabilization of the Japanese Economy (1st and 2nd Ind)

773 013

file

KYOTO MILITARY GOVERNMENT TEAM

Radio received from Kinki Mil Govt Regn, 1000 hrs, 29 June 1949

SUBJECT: Procurement Demand Vehicles

TO: Transportation officer
KMG

The following information is requested on all such vehicles.

a.

1. Procurement demand
2. Vehicles listed by make, model, and year.
3. Unit (Activity)

4. Specific use to include actual hours of official operation, tabulated to show in hours, driving time, and time of each month for the last six months, actual hours for repairs by month during the past six months, average mileage for last six months, contract and cost each vehicle for last six months.

b. $\frac{1}{4}$ Ton trucks as substitutes for procured vehicles are available.c. Request your recommendations on total $\frac{1}{4}$ ton trucks needed to replace procured sedans.

Desire that the above information be forwarded by radio or letter so as to reach this Headquarters not later than 6 July 1949. Negative report required.

Report submitted 2 July

ZBJ

44
54

773 013

$$\begin{array}{r}
 1750 \\
 186 \\
 \hline
 1916 \\
 3 \\
 \hline
 57.48
 \end{array}$$

2083

$$\begin{array}{r}
 178 \\
 1779 \\
 \hline
 2083 \\
 1977 \\
 \hline
 106
 \end{array}$$

\$ 106

Procured Sedan

- 1- 1812 hrs last six months
- 2- 1812 hrs time six months
- 3- Hours for repair now
- 4- 7348 last six months
5. Tesan auto Co.
6. Cost. for last six months \$82,668.50

773 013

30.80
270 / 82668
810

1668
80

773 013

File

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Shinbun Karasumaru Haikyusho
 Address: Manjuji, Karasumaru, Shimokyo-ku, Kyoto-shi.
 Date Received: For May 1949
 Account Code (If Applicable to All Items): See below
 Receipt No. JPNA-243-02

Item No.	Specific Description of Items Received	Unit	Quantity	Enter Estimated Relative Value on U.S. Copies Only	
				Unit Value	Total Value
1.	PAC 107-63-101-08 Akahata 73400032	ea	26	Per month ¥78.00	¥78.00
2.	Asahi Shinbun (Kyoto Edition) 73400026	"	31	¥44.75	¥44.75
3.	Chubu Nippon Shinbun 73400072	"	31	¥44.75	¥44.75
4.	Fukui Shinbun 73400106	"	None	None	None
5.	Kyoto Nichi-Nichi Shinbun 73400217	"	31	¥42.71	¥42.71
6.	Kyoto Shinbun 73400218	"	31	¥44.75	¥44.75
7.	Mainichi Shinbun (Kyoto Edition) 73400239	"	31	¥44.75	¥44.75
8.	Miyako Shinbun 73400280	"	31	¥42.71	¥42.71
9.	Yomiuri Shinbun 73400509	"	31	¥44.75	¥44.75
10.	Yukan Kyoto 73400512	"	31	¥42.71	¥42.71
11.	Mainichi Shinbun (English Edition) 73490004	"	31	¥47.80	¥47.80
////////// Last Item //////////					
				Grand Total	¥ 477.68

(Detach Along this Line for Additional Pages)

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

Authority for Restricted Item: SCAP Approved Forecast No. 4, 1453-1454
 Letter Reference or Signature (Japanese Delivery) (Occ. Force Pick Up)
Delete One

Taken up on Property Records of: n/a By: n/a Rank Date
 Organization Accountable Officer

Remarks: _____
 Certified Correct as to Quantity and Items Except as Noted and Initialed:
 By: Z. P. Harkin Capt. Kyoto M.G. Team, Kyoto 25 June 49
 Receiving Officer Organization Date
 By: H. Yamana S.P.B. Kyoto 18 June 49
 Japanese Representative Agency Date

Chief of Supplies Section of the Production and Inspecting Division.

43
50

775 013

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 consecutive 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.

775 013

File

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Maruzen K.K., Kyoto Shiten
Individual Firm
 Address: Takoyakushi, Kawaramachi, Nakakyo-ku, Kyoto-shi
Number and Street City Prefecture
 Date Received: For May 1949 (Partial) Receipt
Or Period Covered Delete One
 Account Code (If Applicable to All Items): See below Receipt No. JPNA-242-02
(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.	PAG 107-63-101-08 ZCG Daiyamondo 73300302	ea	6	One copy ¥50.00 or ¥60.00	¥310.00
2.	Nippon Keizai Shimpo 73302294	"	5	¥35.00	¥175.00
3.	Japan Economic Weekly 73390006	"	None	None	None
4.	Oriental Economist 73390011	"	8	¥50.00	¥400.00
////////// Last Item //////////					
Note: Item No.2 was substituted for "Shin Nippon Shimbun" with approval of Rec. Off.					

(Detach Along this Line for Additional Pages)

Grand Total ¥885.00

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

(Space for Receiving Agency Only)

Authority for Restricted Item: SCAP Approved Forecast No4, S1453 (Japanese Delivery) Force Pick Up
Letter Reference or Signature Delete One

Taken up on Property Records of: n/a By: n/a
Organization Accountable Officer Rank Date

Remarks: _____

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

By: 2-7 Hashin Capt. Kyoto M.G. Team, Kyoto 25 June 49
Receiving Officer Organization Date

By: Hi YASUMURA S.P.B. Kyoto 18 June 49
Japanese Representative Agency Date

Chief of Supplies Section of the Production and Inspecting Division.

42

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

773 013

GPA Form 1
(4-46)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 1 Pages

Account Code (If Applicable to all Items): See Below Demand No. JPNA 243-01
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	Amend JPNA 243 as follows: Cancel Items 3 and 4 in their entirety. Delete Items 2 and 11 and Insert the following:		
2.	Asahi Shimbun (Kyoto Ed.)	ZCC 73400C26	OFFICIAL OUTRIGHT ¥1,408 ea 730
11.	Mainichi Shimbun (English Edition)	73490004	1,188 ea 730
	Delete The Fiscal Limitation Clause and Insert the following: <u>FISCAL LIMITATION CLAUSE</u> Total expenditures made to fulfill the provisions of this PD will be limited to ¥7,565.		
	VAL		

(Detach Along this Line for Additional Pages)

Suggested Source: Shimbun Karasumaru Haikyusho, Manji, Karasumaru, Shimokyo-ku, Kyoto-shi, Kyoto-fu
Name Address City Prefecture

(Japanese Delivery) (Occ Force Pick-Up) Authority for Restricted Item: SCAP Approved Forecast #4, S1453-1454
Delete One Letter Reference or Signature

Delivery Required: As published 1 April 1949 - 31 March 1950 Ship By: (Air) (Water) (Rail) (Road)
Calendar Date or Period Delete Three

Deliver To: Commanding Officer, Kyoto Military Government Team, Kyoto
Name of Receiving Officer Organization Location Prefecture Phone

Requested By: Commanding Officer, Kyoto Military Government Team, Kyoto
Name of Requesting Officer Organization Location Prefecture Phone

Approved By: Adjutant General, Adjutant General Eighth Army, Kanagawa
Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: Per Adjutant General c/s dated 11 May 1949. (6824)

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

Mil. Govt. Hq. & Hq Co. Prefecture Typed: Mil. Govt. Officer Rank Branch

(Space for Mil. Govt. Unit Processing Demand to Japanese)
Eighth Army Procurement Section

Mil. Govt. Hq. & Hq Co. Signed: John C. Collins
Unit Prefecture Mil. Govt. Officer Rank Branch

Dated: 17 June 1949 Typed: JOHN C. COLLINS, MAJOF, OPD.

(Space for Japanese Only) JUN. 20. 1949
P. D. Received By: J. Hirahara S.P.B.
Signature City Prefecture Date

RECEIVING OFFICER

4/52

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:

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.

775 013

GPA FORM 2
(4-48)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Teisan Auto Co., Ltd. Firm
Individual
 Address: Kawaramachi Marutamachi, Kyoto City Prefecture
Number and Street
 Date Received: For May 1949 (Partial) ~~(Final)~~ Receipt
Or Period Covered Delete One
 Account Code (If Applicable to All Items): See Below Receipt No. JPNO 826-AA
(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.	a. Service of one (1) passenger vehicle on a full time basis by the Occupation Forces of the Kyoto Military Government Team as directed by the Receiving Officer.				
	b. Services of a contractor to effect all repair and maintenance to the vehicle as directed by the Receiving Officer.				
	Vehicle used hours	Hrs.	558		
	(See Exhibits A and B attached)				

(Detach Along this Line for Additional Pages)
(Space of Mil. Govt. Unit Only)

Grand Total

Previously Reported Value: _____ Revaluation: _____

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

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

8th A. Mil. Govt. Ma/S/MA/CP. Sect. Japan IV Proc. Dist. Kyoto Br.
Unit Unit Prefecture
 (Mil. Govt. Unit which Prepared Demand) (Mil. Govt. Unit which Processed Demand)

(Space for Receiving Agency Only)
 Authority for Restricted Item: 1st Ind GHQ SCAP AG 400.12
(22 Oct. 47) GPA dtd 28 Nov 47 (Japanese Delivery) Oct./F/M/A/CP
Letter Reference or Signature Delete One

Taken up on Property Records of: Ma By: Ma
Organization Accountable Officer Rank Date

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

By: J. B. Harkin Capt. KC MST. Date: 8 June 49
Receiving Officer Organization Date

By: M. Saraki S.P.B. Kyoto Date: June 1949
Japanese Representative Agency Date

401
48

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 consecutive 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.

775 013

BREAKDOWN OF SERVICES RENDERED ON PROCUREMENT DEMAND NO. JPNO 826
(PROCUREMENT RECEIPT NO. JPNO 826-AA)
BY KANSAI TEISAN AUTO CO., LTD.
For period from May 1st to 31st, 1949.

One (1) passenger vehicle, 18 hours operation per day.

Vehicle used	31 days	558 hours
--------------	---------	-----------

Driver and fuel supplied by Occupation Forces, vehicle under complete control of Occupation Forces.

All repairings, maintenances etc. to the vehicle are served by the contractor.

Kansai Teisan Auto Co., Ltd.

K. Yamamoto

402
403

775 013

BREAKDOWN OF LABOR, REPAIR PARTS AND MATERIALS
 USED IN MAINTENANCE ON PROCUREMENT DEMAND NO. JPNO 826
 (PROCUREMENT RECEIPT NO. JPNO 826-AA)
 BY KANSAI TEISAN AUTO CO., LTD.
 For the month of May 1949.

Description of item received

Furnished by Occupation Forces

Unit Quantity

Labor

Unknown

Materials

"

Furnished by Contractor

Man-hours Quantity

1. Repair of fuel pump
 Pump supporter

2 - 1 ea

2. Stop switch renewing
 Stop switch
 Bolt and nut (1/4" x 1")

1 - 1 ea
 - 2 set

3. The others
 Tire (650 x 16)
 White paint (25kg)
 Blue paint (25 kg)
 Wax
 Duster
 Seatcover cleaning

- 3 ea
 - 1 can
 - 1 can
 - 1 ea
 - 1 ea
 5 20 pcs.

Kansai Teisan Auto Co., Ltd.

Molluato

403
~~403~~

775 013

"I certify to the best of my knowledge and belief, that the attached statements represent a true and accurate account of all labor or all materials furnished by, or furnished to, my organization in connection with procurement demand No. JPNO-826 during the period May 1st to 31st, 1949."

Signature *M. Naito*Title ManagerOrganization KANSAI TEISAN AUTO CO., LTD.Date 7 June 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."

Signature *M. Sakaki*Title S. P. B. OfficerGovernment office Kyoto Branch of S. P. B.Date 7 June 194940-4
[Handwritten initials]

775 013

3 June

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Shimbun Karasumaru Haikyosho
Individual Firm
 Address: Manjuji, Karasumaru, Shimokyo-ku, Kyoto-shi
Number and Street City Prefecture
 Date Received: For April 1949 (Partial) (Final) Receipt
Or Period Covered Delete One
 Account Code (If Applicable to All Items): See below Receipt No. JPNA-243-01
(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
	PAC 107-63-101-08				
	ZCC			Per month	
1.	Akahata 73400002	ea.	26	Y 60.00	Y 60.00
2.	Asahi Shimbun (Kyoto Edition) 73400026	"	30	Y 44.75	Y 44.75
3.	Chubu Nippon Shimbun 73400072	"	30	Y 44.75	Y 44.75
4.	Fukui Shimbun 73400106	"	None	None	None
5.	Kyoto Nichi-nichi Shimbun 73400217	"	30	Y 42.71	Y 42.71
6.	Kyoto Shimbun 73400218	"	30	Y 44.75	Y 44.75
7.	Mainichi Shimbun (Kyoto Edition) 73400239	"	30	Y 44.75	Y 44.75
8.	Miyako Shimbun 73400280	"	30	Y 42.71	Y 42.71
9.	Yomiuri Shimbun 73400509	"	30	Y 44.75	Y 44.75
10.	Yokan Kyoto 73400512	"	30	Y 42.71	Y 42.71
11.	Mainichi Shimbun (English Edition) 73490004	"	30	Y 47.80	Y 47.80
 Last Item				

(Detach Along this Line for Additional Pages)

Grand Total Y 459.68

(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

Eighth Army Procurement Section
 Unit Mil. Govt. Hq. & Hq. Co. Prefecture _____ Unit Mil. Govt. Hq. & Hq. Co. Prefecture _____
(Mil. Govt. Unit which Prepared Demand) (Mil. Govt. Unit which Processed Demand)

(Space for Receiving Agency Only)

Authority for Restricted Item: SCAP Approved Forecast No. 4, S1453-1454
Letter Reference or Signature (Japanese Delivery) (Occ./Force/Prct./Up) Delete One

Taken up on Property Records of: n/a By: n/a
Organization Accountable Officer Rank Date

Remarks: _____

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

By: [Signature] Kyoto M.G. Team, Kyoto 3 June
Receiving Officer Organization Date

By: [Signature] S.P.B. - Kyoto 25 May 49
Japanese Representative Agency Date

H. Yasumura Chief of supply Sect. Expediting Dept.

39
Receiving Office 76

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 consecutive 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.

775 013

3 Jun

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Hirasa and Cheroku Hotel Firm
 Address: Kyoto Prefecture City Prefecture
 Date Received: For April 1949 (Partial) ~~(Final)~~ Receipt
 Account Code (If Applicable to All Items): 104 - R (Read Instructions on Back of this Form) Receipt No. JPNO 25 A-F

Item No.	Specific Description of Items Received	Unit	Quantity	Enter Estimated Relative Value on U.S. Copies Only	
				Unit Value	Total Value
	Transient Hotel Service in Kyoto Prefecture limited to first class sleeping and bathing accomodations as normelly supplied by the particular hotel furnishing the service.				
	Hirasa Hotel	day	1		
	Cheroku "	"	1		

(Detach 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 A Mil. Govt. Hq. & Hq. Co. Sect. Japan Prefecture Unit IV Proc. Dist. Kyoto Br. Prefecture
 (Mil. Govt. Unit which Prepared Demand) (Mil. Govt. Unit which Processed Demand)
 (Space for Receiving Agency Only)

Authority for Restricted Item: SSO Hq. 8th Army (Japanese Delivery) Occ/ Force/ Pick Up
 Letter Reference or Signature SSO Hq. 8th Army Delete One

Taken up on Property Records of: W/A Organization By: W/A Accountable Officer Rank Date

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

By: J. P. Harker Capt. H M S T 3 June 49
 Receiving Officer Organization Date

By: M. Sasaki S.P.B. Kyoto 1 June 1949
 Japanese Representative Agency Date

Receiving Officer 38-45

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 consecutive 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, 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.

773 013

HEADQUARTERS
KYOTO MIL GOVT TEAM
APO 301 (Kyoto, Honshu)

300.4 - Travel Orders

11 April 1949

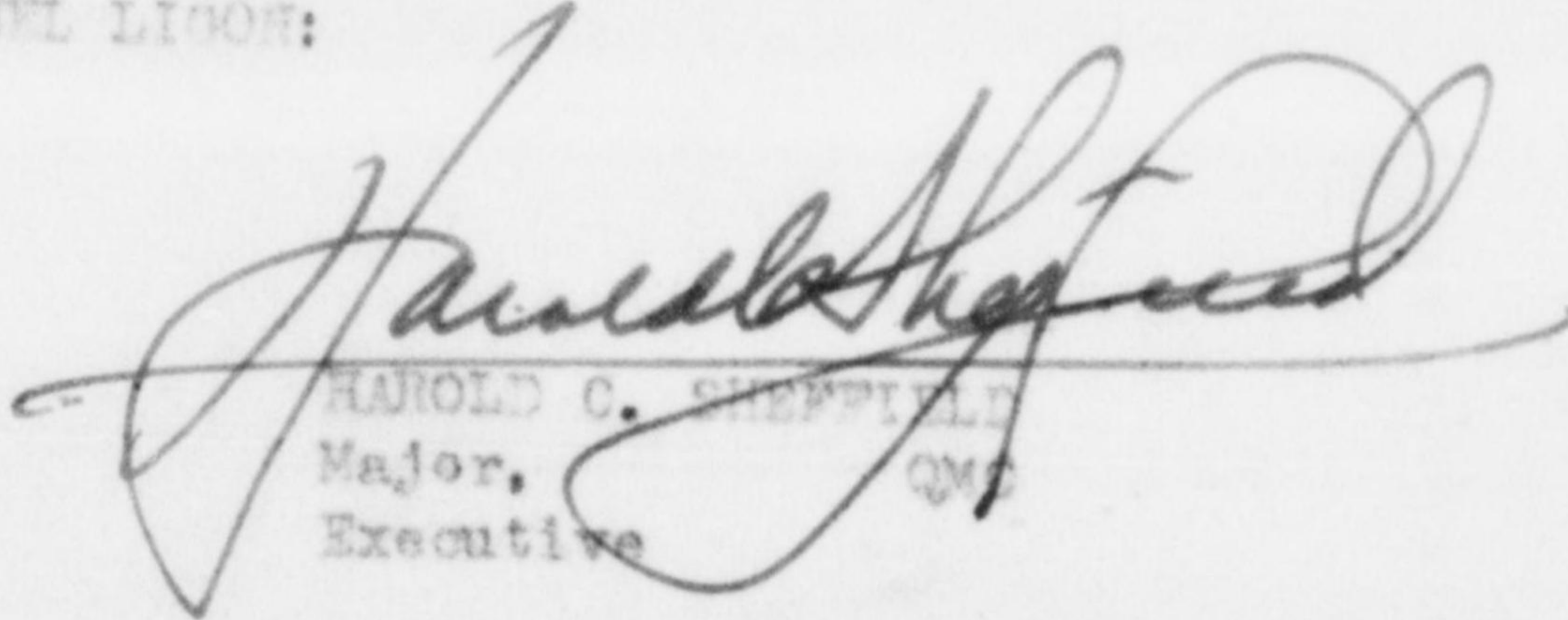
SUBJECT: Letter Order No. 3E

TO: See Distribution

Fol named personnel, Legal & Government Section, this orgn, WF to Maizuru, Honshu in connection with Military Government activities, o/a 14 April 1949. Upon completion of TDY o/a 16 April 1949 will return to proper orgn and station. Travel by govt mtr and rail T atzd. TCMT. TDN. Auth: Section I, Circular 185, Hq Eighth Army, dated 15 November 1947, and Memo 109, Hq I Corps, dated 23 December 1947. No per diem. Not authorized separate rations. Authorized to use Japanese "On Limits" and "Emergency" hotels.

Captain Carroll H. Hoagland -- O-414713
Sergeant Harold S. Toma -- RAL0734998

BY ORDER OF COLONEL LIGOR:


HAROLD C. SHEFFIELD
Major, GMP
Executive

DISTRIBUTION:
2 - Ind conc
1 - File

382
45

773 013

Incl 1, Cir 315,
Hq Eighth Army
4 Dec 46

TRANSIENT HOTEL SERVICE

15 April 1949
(DATE)

I certify that I received the following service from

Name of Hotel: Hirasa Hirasa
Town or City: Fukuchiyama
Prefecture: Kyoto

While traveling under competent orders on official business (copy attached) and that authorized troop billets were not available.

Sleeping accommodation for 0 officer, 1 enlisted personnel,
(Number) (Number)
and 0 civilian employees (not Japanese nationals) for nights of
(Number)
18 April 49
(Date)

I further certify that I have paid the hotel manager for all additional services rendered.

Name and address of my commanding officer is Cob. Ligon, Kyoto Mik.
Port. Team, APO 301

(Signature) Harold S. Ligon
(Print name) Harold S. Ligon
(Organization) Kyoto Mik Port Team

This form will be used as a receipt for transient hotel services for personnel of the occupation forces, but not including Japanese civilian employees, traveling on official business under competent orders, where regular troop billets are not available.

This receipt is good for sleeping accommodations only.

Receipt will be prepared and signed in triplicate, a copy of the travel orders attached to each copy and all copies given to the hotel manager in lieu of payment.

Hotel manager will present all copies to Japanese Liaison Office for reimbursement within thirty (30) days of date of receipt.

Japanese Liaison Office will submit three (3) copies of this receipt with consolidated statement of service and GPA Form 2 to military government procurement officer.

Military Government procurement officer will forward one copy of this form to the organization commander concerned, one copy to Headquarters Eighth Army and retain one copy for file.

Organization commanders and Headquarters Eighth Army will screen copies of all receipts received for compliance with standing orders relative to travel.

383
45

775 013

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

AG 300.4 - Travel Orders - LP

4 April 1949

SUBJECT: Letter Order No 4-8

TO : See Distribution

1. Fol named Off & EM, orgns indicated, are placed on TDY with Hq 2d T Med Port APO 503, Yokohama, Honshu to meet dependents & accompany them to permanent duty sta. T of dependents is auth for ret trip to Kyoto, Honshu, Japan. WP o/a 8 Apr 49 & will ret to this sta o/a 10 Apr 49. Qrs & rat have been arranged for with 2d T Med Port, Yokohama. Govt mtr & rail T auth. TDN. Auth: Sec 1 Cir 185 Hq 8th Army 15 Nov 47. No per diem.

MAJ WALTER J LeCASSE, 052034, MSC, this Hq (Surg Sec) - Four (4) Dependents
WOJG DEPORTER BURR, W2126967, USA, 58th Sig Bn APO 301 - One (1) Dependent
M/Sgt Kenneth C Childers, RA13090287, 35th Med Sta Hosp APO 301 - Three (3) Dependents
Sgt lcl Richard R Edmondson, RA20953762, 21st Ord MM Co APO 301 - Three (3) Dependents
Sgt lcl Arthur D McCleery, RA35965183, 58th Sig Bn APO 301 - Three (3) Dependents

2. MAJ HANS J MAGENS, 0197728, VC, Kyoto Mil Govt Tm APO 301 (Duty with I Corps Mil Govt Sec), WP on dates indicated to places shown below in connection with Mil Govt Public Health activities. Upon completion of TDY will ret to this sta. Qrs & rat have been arranged for with each unit to be visited. Govt mtr, rail, air & water T auth. TDN. Auth: Sec 1 Cir 185 Hq 8th Army 15 Nov 47. No per diem.

11-12 Apr 49: Miyazu & Ayabe, Honshu
14-20 Apr 49: Fukui, Kanazawa & Toyama, Honshu
24-29 Apr 49: Matsuyama, Shikoku

3. Mr R Etoh, Japanese National employee, this Hq (Mil Govt Sec), WP on dates indicated to places shown below in connection with Mil Govt Public Health activities. Upon completion of mission will ret to this sta. Individ will provide his own qrs & rat. Govt mtr, rail & water T auth. TDN. Allied coach accomodations only are auth. Auth: Sec 1 Cir 185 Hq 8th Army 15 Nov 47 & Per 9d Sec 1 Cir 7 Hq 8th Army 26 Jan 47

14-20 Apr 49: Fukui, Kanazawa & Toyama, Honshu
24-29 Apr 49: Matsuyama, Shikoku

4. M/Sgt Raymond E Harris, RA6498467, Hq Det I Corps APO 301 (C-3 (TI&E) Sec), WP o/a 11 Apr 49 to Australian Army Education Service, Kure, Honshu to study Australian & British TI&E Programs at Kure & Iwakuni, Honshu. Upon completion of TDY o/a 16 Apr 49 will ret to this sta. Qrs & rat have been arranged for with CHAP A.W LAING, Hq Aust Sig Regt PCOF, Kure. Govt mtr & rail T auth. TDN. Auth: Sec 1 Cir 185 Hq 8th Army 15 Nov 47. No per diem.

5. Col Harrison L Davis, RA12246102, Hq Det I Corps APO 301 (Postal Sec), WP o/a 4 Apr 49 to Mil Govt Teams located at Toyama, Kanazawa & Fukui, Honshu to conduct money order business thereat. Upon completion of TDY o/a 8 Apr 49 will ret to this sta. Qrs will be provided aboard commissary train. Rat will be drawn from Hq I Corps. Govt mtr & rail T auth. TDN. Auth: Sec 1 Cir 185 Hq 8th Army 15 Nov 47. No per diem.

38-4
45

773 013

LO No 4-8 Hq I Corps APO 301 dtd 4 Apr 49 (Cont'd).

6. VOOG I Corps 2 Apr 49 are confirmed & made of record. Mr George W Seifer, Chief Operating Engr, Water & Sewage, DAC, Un-21, now asgd Camp Kumamoto, 24th Inf Div, R&U, APO 24 is placed on TDY with Kobe Base, R&U, APO 317, Kobe, Honshu for a period of approx one hundred twenty (120) days effective o/a 2 Apr 49. Upon completion of TDY o/a 2 Aug 49 will ret to proper orgn & sta. Govt mtr & rail T auth. TDN. Auth: Sec 1 Cir 185 Hq 8th Army 15 Nov 47. No per diem. Not auth to rat seperately.

BY COMMAND OF MAJOR GENERAL COULTER:

Arthur M Emery
 ARTHUR M EMERY
 Captain AGD
 Asst Adj General

DISTRIBUTION:

- 5 - Ea indiv concerned (loss pars 2 & 3)
- 10 - Ea indiv concerned (pars 2 & 3)
- 1 - CO 58th Sig Bn APO 301
- 1 - CO 35th Med Sta Hosp APO 301
- 1 - CO 21st Ord MM Co APO 301
- 1 - CO Kyoto Mil Govt Tm APO 301
- 1 - CO Hq Co I Corps APO 301
- 5 - Pers Off Hq Co I Corps APO 301
- 1 - CG 24th Inf Div APO 24
- 1 - Camp Kumamoto R&U APO 24, Unit 1
- 1 - CO Kobe Base APO 317
- 1 - Surg Sec
- 1 - MG Sec
- 1 - G-3 Sec
- 1 - TI&E Sec
- 1 - Engr Sec
- 2 - G-1 Sec
- 1 - PM Sec
- 1 - Trans Sec
- 1 - Kyoto RTO
- 1 - APO 301
- 1 - PIO
- 3 - AG Pers
- 2 - AG Recs
- 1 - AG Misc

773 013

TRANSIENT HOTEL SERVICE
RECEIPTApril 12 1949.

Date

I certify that I received the following service from:

Name of Hotel: CHAROKU HOTELTown or City : MyazuPrefecture : Kyoto Prefecturewhile traveling under competent orders on official business (copy attached)
and that authorized troop billets were not available:Sleeping accommodation for one officers, no
(Number) (Number)enlisted personnel, and no civilian employees (not Japanese
(Number)nationals for nights of April 11, 1949.
(Dates)I further certify that I have paid the hotel manager for all additional
services rendered.Name and address of my Commanding Officer is Col. J. Burns, 1 Corps M.G.APO 301. Kyoto.*H. J. Magens*H. J. Magens, Maj. VC. o-197728

Signature

Print Name1 Corps Mil. Govt. Section, Kyoto.
Organization

Inclosure 1 to Cir 315, Hq Eighth Army, 4 December 1946

385
YJS

775 013

RECEIPTS

1. This form will be used as a receipt for transient hotel services for personnel of the occupation forces, but not including Japanese civilian employees, traveling on official business under competent orders, where regular troop billets are not available.
2. This receipt is good for sleeping accommodations only.
3. Receipt will be prepared and signed in triplicate, a copy of the travel orders attached to each copy and all copies given to the hotel manager in lieu of payment.
4. Hotel manager will present all copies to Japanese Liaison Office for reimbursement within thirty (30) days of date of receipt.
5. Japanese Liaison Office will submit three copies of this receipt with consolidated statement of service and GPA Form 2 to Military Government Procurement Officer.

Military Government Procurement Officer will forward one copy of this form to the organization commander concerned, one copy to Headquarters Eighth Army and retain one copy for file.

Organization commander and Headquarters Eighth Army will screen copies of all receipts received for compliance with standing orders relative to travel.

一 本様式ハ連駐軍人員(日本人タル使用人ヲ含
マズ)ガ正規ノ軍宿舎無キ地域ヲ正當ナル命
令ニヨリ公務ヲ以テ旅行スル際ノホテルノ一
時的サービスニ對スル受取トシテ使用セラル
ベシ

二 本受取ハ宿舎設備ニ對シテノミ有效トス

三 受取ハ之ヲ三連作成署名シ各寫ニ旅行命令ノ
寫シヲ添付シ寫全部ヲ支拂フ代リトシテホテ
ル支配人ニ手交スベシ

四 ホテル支配人ハ受取ノ日ヨリ三十日以内ニ拂
戻ヲ受クルタメ日本側終戦連絡事務局ニ對シ
一切ノ寫ヲ提示スベシ

五 終戦連絡事務局ハ軍政部物資調達局ニ對シ本
受取ノ寫三部ヲ「サービス」ノ登録セラレタ
ル記取及ジ・ビー・ユー様式(ト共ニ提出
スベシ)

六 軍政部物資調達局ハ本様式ノ寫一部ヲ關係
司令部ニ寫一部ヲ第八軍司令部ニ移戻シ一
部ヲ發込用ニ保有スベシ

七 司令部及第八軍司令部ハ旅行ニ關スル現
行命令ヲ遵守セシムルタメ一切ノ受取ノ寫ヲ
精査スベシ

773 013

file

HEADQUARTERS EIGHTH ARMY
PROCUREMENT SECTION
KYOTO PROCUREMENT BRANCH
APO 301

31 May 1949

SUBJECT: MGP-65

TO : Commanding Officer,
Kyoto Military Government Team
Attn: Capt Harbin

Transmitted herewith two (2) copies of each of the following MGP-65 (Contractor's Efficiency Rating Form) on PD No. JPNO-25 and 826 for your file.

Geo. Anderson
for G. N. HARRISON
MAJOR INFANTRY
Officer in Charge *ret. H. Inf.*

37

775 013

MGP 65 SEE INSTRUCTIONS ON REVERSE SIDE		CONTRACTOR'S EFFICIENCY RATING FORM		DATE
(1) CONTRACTOR'S NAME:		NAKAYA INN and others		PD NO. JPNO 25
(2) LOCATION OF CONTRACTOR'S HOME OR FIELD OFFICE RESPONSIBLE FOR PROJECT: Miyazu-cho, Yosa-gun, Kyoto Pref.				
(3) LOCATION AND BRIEF DESCRIPTION OF PROJECT:				
1. Transien hotel service for occupation Forces and civilians (not Japanese nationals)				
2. Lodging and use of bath room (excluding food supplies)				
(4) DATE OF BID AWARD	(5) DATE WORK WAS INITIATED	(6) DATE OF COMPLETION		
	Nov. 1, 1947	May 31 1949		
(7) CONTRACT PRICE ¥	(8) ESTIMATED FINAL PRICE ¥ //			
(9) NAME OF OCCUPATION FORCE RECEIVING OFFICER: Capt. B.R. Harbin				
(10) NAME OF OCCUPATION FORCE PROJECT ENGINEER:				
(11) NAME OF CONTRACTOR'S FIELD SUPERVISOR: A. Ishima				
(12) NAME OF JAPANESE GOV'T. FIELD SUPERVISOR: S. Inoue				
QUALIFICATIONS		JAPANESE GOV'T. RATING	RECEIVING OFFICER'S RATING	
(13) LIAISON WITH SUPERVISORS		Satisfactory	V.S.	
(14) ECONOMICAL USE OF MATERIALS		very satisfactory	VS	
(15) ADHERENCE TO WORKING SCHEDULE		very satisfactory	VS	
(16) EFFICIENT TECHNICAL METHODS			V.S.	
(17) FIELD MANAGEMENT		Very satisfactory	VS	
(18) SUPERVISION OF LABOR		Very satisfactory	VS	
(19) GENERAL WORKMANSHIP		Very satisfactory	VS	
(20) MAINTENANCE OF HEAVY EQUIPMENT				
(21) JAPANESE GOV'T'S GENERAL APPRAISAL OF PERFORMANCE:				
Very satisfactory				
(22) RECEIVING OFFICER'S GENERAL APPRAISAL OF PERFORMANCE:				
Very Satisfactory J. R. Harbin Capt. USF 372 40				

MATERIAL SUPPLY DATA

(1) MATERIALS FURNISHED BY OCCUPATION FORCE	%	
(2) MATERIALS FURNISHED FROM CONTRACTORS STOCK PILE	%	
(3) MATERIALS FURNISHED FROM OTHER SOURCES	%	

INSTRUCTIONS

- (1) MGP FORM 65 TO BE MADE OUT IN TRIPPLICATE FOR EACH CONTRACTOR ON A SPECIFIC PROJECT BY SPECIAL PROCUREMENT BOARD, JAPANESE GOVERNMENT. DISTRIBUTION:
 - (A) 1 COPY TO MILITARY GOVT SECTION, HEADQUARTERS EIGHTH ARMY
 - (B) 1 COPY TO ENGINEER SECTION, HEADQUARTERS EIGHTH ARMY
 - (C) 1 COPY TO SPECIAL PROCUREMENT BOARD, JAPANESE GOVT.
 - (D) 1 COPY TO ENGINEER RECEIVING OFFICER
- (2) RATINGS INSERTED FOR ITEMS 13-20 BE CLASSIFIED AS: SUPERIOR, EXCELLENT, VERY SATISFACTORY, SATISFACTORY, UNSATISFACTORY.
- (3) ITEMS 21 & 22 TO BE USED FOR ADDITIONAL STATEMENTS RELATIVE TO OVERALL ACCOMPLISHMENT.

775 013

MGP 65 SEE INSTRUCTIONS ON REVERSE SIDE		CONTRACTOR'S EFFICIENCY RATING FORM		DATE PD NO. JPNO 826	
(1) CONTRACTOR'S NAME: <i>Kansai Teisen Auto Co. Ltd.</i>					
(2) LOCATION OF CONTRACTOR'S HOME OR FIELD OFFICE RESPONSIBLE FOR PROJECT: <i>Higashikawaramechi Marutamachi Kamigyoku Kyoto City</i>					
(3) LOCATION AND BRIEF DESCRIPTION OF PROJECT: <ol style="list-style-type: none"> Delivery of U.S. sedan car to M.G. place under direction of Army. Driver, gasoline, and oil are supplied by Army. Contractor is responsible for not only maintenance and repair, but also furnishing and repair of supplies. 					
(4) DATE OF BID AWARD		(5) DATE WORK WAS INITIATED		(6) DATE OF COMPLETION	
		<i>June 1, 1947</i>		<i>May 31, 1949</i>	
(7) CONTRACT PRICE ¥ <i>122,760,000</i>			(8) ESTIMATED FINAL PRICE ¥ <i>122,760,000</i>		
(9) NAME OF OCCUPATION FORCE RECEIVING OFFICER: <i>Capt. T. R. Harbin</i>					
(10) NAME OF OCCUPATION FORCE PROJECT ENGINEER: <i>Capt. T. R. Harbin</i>					
(11) NAME OF CONTRACTOR'S FIELD SUPERVISOR: <i>N. Morimoto (Manager)</i>					
(12) NAME OF JAPANESE GOV'T. FIELD SUPERVISOR: <i>M. Sasaki</i>					
QUALIFICATIONS		JAPANESE GOV'T. RATING		RECEIVING OFFICER'S RATING	
(13) LIAISON WITH SUPERVISORS		<i>Excellent</i>		<i>U.S.</i>	
(14) ECONOMICAL USE OF MATERIALS		<i>Very satisfactory</i>		<i>U.S.</i>	
(15) ADHERENCE TO WORKING SCHEDULE		<i>Very satisfactory</i>		<i>U.S.</i>	
(16) EFFICIENT TECHNICAL METHODS		<i>Very satisfactory</i>		<i>U.S.</i>	
(17) FIELD MANAGEMENT		<i>Very satisfactory</i>		<i>U.S.</i>	
(18) SUPERVISION OF LABOR		<i>Very satisfactory</i>		<i>U.S.</i>	
(19) GENERAL WORKMANSHIP		<i>Very satisfactory</i>		<i>U.S.</i>	
(20) MAINTENANCE OF HEAVY EQUIPMENT					
(21) JAPANESE GOV'T'S GENERAL APPRAISAL OF PERFORMANCE: <i>Very satisfactory</i>					
(22) RECEIVING OFFICER'S GENERAL APPRAISAL OF PERFORMANCE: <i>Very Satisfactory</i> <i>J. R. Harbin</i> <i>Capt. Conf.</i>					

MATERIAL SUPPLY DATA

(1) MATERIALS FURNISHED BY OCCUPATION FORCE	%	
(2) MATERIALS FURNISHED FROM CONTRACTORS STOCK PILE	%	
(3) MATERIALS FURNISHED FROM OTHER SOURCES	%	

INSTRUCTIONS

- (1) MGP FORM 65 TO BE MADE OUT IN TRIPLICATE FOR EACH CONTRACTOR ON A SPECIFIC PROJECT BY SPECIAL PROCUREMENT BOARD, JAPANESE GOVERNMENT. DISTRIBUTION:
- (A) 1 COPY TO MILITARY GOVT SECTION, HEADQUARTERS EIGHTH ARMY
 - (B) 1 COPY TO ENGINEER SECTION, HEADQUARTERS EIGHTH ARMY
 - (C) 1 COPY TO SPECIAL PROCUREMENT BOARD, JAPANESE GOVT.
 - (D) 1 COPY TO ENGINEER RECEIVING OFFICER
- (2) RATINGS INSERTED FOR ITEMS 13-20 BE CLASSIFIED AS: SUPERIOR, EXCELLENT, VERY SATISFACTORY, SATISFACTORY, UNSATISFACTORY.
- (3) ITEMS 21 & 22 TO BE USED FOR ADDITIONAL STATEMENTS RELATIVE TO OVERALL ACCOMPLISHMENT.

775 013

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Maruzen K.K., Kyoto Shiten
Individual Firm

Address: Takeyakushi, Kawaramechi, Nakskyo-ku, Kyoto-shi
Number and Street City Prefecture

Date Received: for April 1949 (Partial) ~~(Final)~~ Receipt
Or Period Covered Delete One

Account Code (If Applicable to All Items): See Below Receipt No. JPNA-242-01
(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
	PAC 107-63-101-08				
	ZCC				
1.	Daiyamonde 73300302	None	delivery		
2.	Shin Nippon Shimbun 73302294	None	delivery		
3.	Japan Economic Weekly 73390006	None	delivery	None	None
4.	Oriental Economist 73390011	None	delivery		
//////////////////// Lest Item //////////////////////					

(Detach Along this Line for Additional Pages)

Grand Total None

(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 Procurement Section
 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: SCAP Approved Forecast No. 4, 51453 (Japanese Delivery) (Occ. Force Pick Up)
Letter Reference or Signature Delete One

Taken up on Property Records of: n/a By: n/a
Organization Accountable Officer Rank Date

Remarks: _____

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

By: J. R. Harkin Capt. Kyoto M.G. Team, Kyoto 26 May 49
Receiving Officer Organization Date

By: H. Yasumura S.P.B. Kyoto 25 May 49
Japanese Representative Agency Date

H. YASUMURA
 Chief of supply Sect., Expediting Dept.

36
47

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 consecutive 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.

773 013

HEADQUARTERS EIGHTH ARMY
PROCUREMENT SECTION
KYOTO PROCUREMENT BRANCH
APO 301

25 May 1949

SUBJECT: Procurement Demand

TO : Commanding Officer,
Kyoto Mil Govt Team, Kyoto
APO 301

Transmitted herewith one (1) copy of Procurement Demand

JFNS-187-01 is for your file.

Geo. Anderson
1st Lt.

for G. N. HARRISON
MAJOR INFANTRY
Officer in Charge

357
~~38~~

773 013

GPA Form 1 (4-46)

PROCUREMENT DEMAND On Imperial Japanese Government

Page 1 of 1 Pages JPMS 187 -01

Account Code (If Applicable to all Items): Demand No. (Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	<p>Procurement Demand JPMS 187 is amended as follows:</p> <p>Fiscal Limitation Clause:</p> <p>Delete: ¥ 57,078</p> <p>Insert: ¥ 336,000</p> <p>*(Selected by J.G.)</p>		

(Detach Along this Line for Additional Pages) No Contract Yen Limitation ¥ 336,000

Suggested Source: *All Operating Japanese Hotels in Kyoto Pref. SCAP approved forecast #4 S2158

Name Address Authority for (Japanese Delivery) (See Force Pick Up) Restricted Item: 1 June 1949 - 31 March 1950 Letter Reference or Signature Ship By: (Air) (Water) (Rail) (Road) Delete Three

Deliver To: Name of Receiving Officer Organization Location Prefecture Phone Commanding Officer, Military Government Team Kyoto Requested By: Name of Requesting Officer Organization Location Prefecture Phone The G-4 G-4 Eighth Army Kanagawa Approved By: Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: Per administrative rewrite. Eighth Army Procurement Section Forwarding Demand to Another Mil Govt. Unit Mil. Govt. Hq. & Hq. Co. Kyoto Branch Signed: s/ G. Anderson 1st Lt, Inf Dated: 13 May 1949 Typed: G. ANDERSON 1ST LT., INF.

(Space for Japanese Only) P. D. Received By: s/ H. Takimoto Signature City Prefecture Date 26 May 49

RECEIVING OFFICER CG, I Corps.

35-2 38

775 013

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:

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.

773 013

28 May
file

HEADQUARTERS EIGHTH ARMY
PROCUREMENT SECTION
KYOTO PROCUREMENT BRANCH
AFC 301

3 June 1949

SUBJECT: Procurement Demand

TO : CO, Kyoto Mil Govt Team
AFC 301

Transmitted herewith one (1) copy of Procurement Demand
JPNS-187-02 is for your file.

Geo. Anderson
1st Lt. Inf
for G. N. HARRISON
MAJOR INFANTRY
Officer in Charge

341
~~44~~

773 013

GPA Form 1
(4-46)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 1 Pages

Account Code (If Applicable to all Items): See below

Demand No.

JPNS 187-02

(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	Procurement Demand JPNS 187-01 is amended as follows: <u>Fiscal Limitation Clause:</u> Delete: ¥ 336,000 Insert: ¥ 3,360,000		
	*(Selected by J.G.)		

(Detach Along this Line for Additional Pages) **No Contract Yen Limitation ¥3,360,000**

Suggested Source:

***All Operating Japanese Hotels in Kyoto Pref.**

Name Address City Prefecture
SCAF approved forecast #4
Authority for Restricted Item: S2158 LI 22
Delete One Letter Reference or Signature

Delivery Required: 1 June 1949 - 31 March 1950
Calendar Date or Period

Ship By: (Air) (Water) (Rail) (Road)
Delete Three

Deliver To: Commanding Officer, Military Government Team Kyoto
Name of Receiving Officer Organization Location Prefecture Phone

Requested By: Commanding Officer, Military Government Team Kyoto
Name of Requesting Officer Organization Location Prefecture Phone

Approved By: The G-4 G-4 Eighth Army Kanagawa
Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: Per administrative rewrite.

(Space for Mil. Govt. Unit Preparing and Forwarding Demand to Another Mil Govt. Unit)
Eighth Army Procurement Section
Unit: Mil. Govt. Hq. & Hq. Co. Prefecture: _____ Typed: JOHN C. COLLIER Maj. Rank: _____ Branch: _____

(Space for Mil. Govt. Unit Processing Demand to Japanese)
Eighth Army Procurement Section
Unit: Mil. Govt. Hq. & Hq. Co. Prefecture: _____ Signed: F. A. Turner Rank: Capt., FI Branch: _____

Dated: 24 May 1949 Typed: F. A. TURNER CAPT FD

(Space for Japanese Only)

P. D. Received By: L. Takimoto Signature City: SPB Kyoto Kyoto Prefecture: _____ Date: 2 June 49

RECEIVING OFFICER

CG, I Corps.

34-2
44

775 013

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:

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.

773 013

JRH

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

MEF/af

19 May 1949

400.12

SUBJECT: Transmittal of Procurement Demands

TO: Commanding Officer
Kyoto Mil Govt Team
APO 301

Your attention is invited to the attached procurement demand.
(JPNA-243)

FOR THE COMMANDING OFFICER:

1 Incl

George Minarik
GEORGE MINARIK
Capt CE
Adjutant

33-1
[Signature]

2470
5330

773 013

GPA Form 1
(4-46)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 2 Pages

Account Code (If Applicable to all Items): See below Demand No. JERA - 243
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	PIC 107-63-101-08		
		ZGC	OFFICIAL
		FREIGHT	
1.	Akahata	73400002	¥ 858
2.	Asahi Shimbun (Kyoto Edition)	73400026	704
3.	Chubu Nippon Shimbun	73400072	704
4.	Fukui Shimbun	73400106	704
5.	Kyoto Nichi-Nichi Shimbun	73400217	704
6.	Kyoto Shimbun	73400218	704
7.	Mainichi Shimbun (Kyoto Edition)	73400239	704
8.	Miyako Shimbun	73400280	704
9.	Yomiuri Shimbun	73400509	594
10.	Yukan Kyoto	73400512	704
11.	Mainichi Shimbun (English Edition)	73490004	594

773 013

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.

773 013

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:

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.

RECEIPT INSTRUCTION

Supplies with Consolidated Receipts

1. Applicable to: Supplies, materials and equipment for which frequent intermitted deliveries are made for which the GPA Form 2 will be prepared by the contractor and certified by the Receiving Officer for all shipments made during the designated period.
2. Contractor will make delivery of the supplies to the consignee in accordance with the delivery schedules as prescribed in the contract. If the contractor so desires, he may present a hand receipt for signatures of the Receiving Officer.
3. Consignees will reject and return all supplies which are of poor quality, inferior workmanship, not in compliance with plans and specifications or not the equal of an approved sample or pilot model. Expenses in connection with the shipment and return of rejected items will be borne by the contractor without reimbursement.
4. Contractor will prepare nine copies of GPA Form 2 at such times when he desires payment as follows:
 - a. Procurement receipt number assigned to the GPA Form 2 will be the same as was used on the procurement demand, GPA Form 1, except that the procurement demand amendment number (the second group of two digits) will be replaced by a partial receipt number. Partial receipt numbers for each demand will consist of a consecutive sequence of numbers from 01 to 99 assigned to each ~~month~~ partial receipt. All shipments during a particular period for a particular demand will be assigned a partial receipt number whether shipments were made to the same or different consignees.
 - b. Item numbers used on the receipt will correspond to those used on the demand. Each receipt will show all item numbers which are on the demand even though no deliveries were effected for certain items.
 - c. Specific descriptions, nomenclatures, procurement account codes (PAC), supply commodity codes (ZCC), stock numbers and units of quantity will be as stated in the demand.
 - d. Receipt will show the total quantity by item numbers shipped during the period. Items for which no delivery was made will be so noted.
 - e. For each item number on the receipt the contractor will enter the yen unit cost and yen total cost. The sum of the yen total costs for each item will be entered on the receipt as the grand total cost of the receipt.
 - f. Remarks space on the receipt will contain reference to any attached statements, hand receipts, etc.
 - g. "Assistance" statement will be signed by the contractor and attached to the GPA Form 2, as follows:
 - (1) I certify to the best of my knowledge and belief that I have received the materials, tools, equipment and/or labor stated below from the Occupation Force and/or Japanese Government in the performance of this demand. I further certify the itemized statement below is a true and accurate account and that a copy of this certificate and itemized statement will be attached to the application for payment submitted to SPB Fiscal Section.

Signature _____

Name (Print) _____

Title _____

Organization _____

Date Signed _____

Negative statements will not be attached.

5. Contractor will prepare and submit receipts at those times he desires to request a payment from SPB:

6. Receiving officer will make corrections in the quantities and nomenclature shown on GPA Form 2 by inserting the proper quantities and nomenclature. Receiving officer and SPB representative will initial all corrections and sign the GPA Form 2 in the appropriate spaces.

7. Receiving officers will distribute the nine signed copies of GPA Form 2 as follows:

a. Four copies to the contractor by contractor's messenger or by mail, if a stamped self-addressed envelope was attached to the signed GPA Form 2, for presentation by the contractor, with two copies of Payment Data Form, PROC 136, to the appropriate SPB office. In accordance with SPB Circular #8 and #14 the Special Procurement Board will:

- (1) Retain two copies for file.
- (2) Forward one copy to the Japan Board of Audit.
- (3) Forward one copy, when payment has been made, along with one copy of the PROC 136 to the Eighth Army Procurement Section.

b. Two copies to this headquarters, Attention: Procurement Section.

c. Retain three copies if under the command of COMNAVFE or BCOF; or, retain one copy, forward one copy to appropriate requisitioning authority and one copy to the appropriate responsible commander if under other command than COMNAVFE or BCOF.

773 013

file

HEADQUARTERS EIGHTH ARMY
PROCUREMENT SECTION
KYOTO PROCUREMENT BRANCH
APO 301

17 May 1949

SUBJECT: Receipt Instruction

TO : Commanding Officer
Kyoto Military Government Team
APO 301, Kyoto

Attached copy of receipt instruction is for procurement
demand JPNS-187.

F.C. [Signature]
for G. N. HARRISON
MAJOR INFANTRY
Officer in Charge

2443

32-1
~~39~~

775 013

Co, Kyoto Mt Team

JPNL - 187

PROCUREMENT RECEIPT INSTRUCTION

Page 1 of 2 pages

Fixed Price Services

1. Applicable to: Services performed under a fixed price (unit price or lump sum) contract.
2. Contractor will make delivery of the completed portions of the total project to the receiving officer in accordance with the delivery schedule as prescribed in the contract.
3. Receiving officer will reject all work which is of poor quality, inferior workmanship or not in compliance with plans and specifications. Expenses in connection with rejected work will be borne by the contractor without reimbursement.
4. Contractor will prepare nine copies of GPA Form 2 at such time he desires to receive payment from SPB as follows:
 - a. Procurement receipt number assigned to the GPA Form 2 will be the same as was used on the procurement demand, GPA Form 1 except that the procurement demand amendment number (the second group of two digits) will be deleted and a receipt number suffix added. Receipt number suffixes for each demand will consist of a consecutive sequence of numbers from 01 to 99 assigned to each receipt. All deliveries of completed services made to the receiving officer for a particular period for a particular demand will be assigned a receipt number suffix.
 - b. Item numbers used on the receipt will correspond to those used on the demand. Each receipt will show all item numbers which are on the demand even though no deliveries were effected for certain items.
 - c. Specific descriptions, procurement account codes (PAC), service commodity codes (SCC) and units of quantity will be as stated in the demand.
 - d. Receipt will show the quantity of completed services delivered to the receiving officer during the month for each item number. The quantity will be expressed in terms of units of quantity specified in the demand. Where units of quantity are not specified in the demand, the quantity will be expressed in terms of the percentage of total work (specified in the demand) which has been completed, delivered and accepted. Items for which no delivery was made will be so noted.
 - e. For each item number on the receipt the contractor will enter the yen unit cost and the yen total cost. The sum of the yen total costs for each item will be entered on the receipt as the grand total cost of the receipt.
 - f. Remarks space on the receipt will contain reference to any attached statements, hand receipts, etc.
 - g. Itemized statement will be attached to the receipt containing the following:
 - (1) Furnished by the Japanese Government.
 - (a) Labor by craft, man-hours and yen costs.
 - (b) Supplies by type, quantity and yen costs.
 - (c) Equipment by type, equipment-hours and yen costs.
 - (2) Furnished by the Occupation Forces.
 - (a) Labor by craft, man-hours and yen costs.
 - (b) Supplies by type, quantity, and yen costs.
 - (c) Equipment by type, equipment-hours and yen costs.
 - h. At the end of the itemized statement the contractor will sign the following certification:

32-2
39

Procurement Receipt Instruction (continued)

Page 2 of 2 pages

2

"I certify to the best of my knowledge and belief that I have received the materials, tools, equipment and/or labor stated above from the Occupation Forces and/or Japanese Government and that all materials, tools, equipment and/or labor stated above were used in the performance of this demand. I further certify that the above itemized statement is a true and accurate account and that a copy of this certificate and itemized statement will be attached to the application for payment submitted to SPB Fiscal Section.

Signature _____

Name (Print) _____

Title _____

Organization _____

Date Signed _____

5. Contractors will prepare receipts and submit them to the receiving officer for review and signature when he desires an advance payment. The receipt will state the percentage of total contract sum requested and will be submitted with other appropriate papers to SPB in accordance with SPB Procurement Circular No. 14.

6. Receiving officer and SPB representative will make corrections in the quantities and nomenclature shown on GPA Form 2 and itemized statement by inserting the proper quantities and nomenclature. Receiving officer and SPB representative will initial all corrections and sign all copies of the GPA Form 2.

7. Distribution will be made by the Receiving Officer as follows:

a. Four copies to the contractor for presentation with appropriate papers to SPB in accordance with SPB Circulars 8 and 14 as amended. The SPB will further distribute:

- (1) One copy, when payment has been completed, and one copy of Payment Data Form, PROC 136, to the Eighth Army Procurement Section.
- (2) One copy to the Japan Board of Audit.
- (3) Retain two copies for files.

b. Two copies to Headquarters Eighth Army, Attention: Procurement Section.

c. Retain three copies if under the command of COMNAVFE or BCOF; or, retain one copy, forward one copy to the appropriate responsible commander and one copy to the appropriate Air Force Cost Control office if under command of FEAF; or, retain one copy, forward one copy to the appropriate requisitioning authority, and one copy to the appropriate responsible commander if under command of other than COMNAVFE, BCOF or FEAF.

775 013

File *MEF*

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

MEF/af

400.12

16 May 1949

SUBJECT: Transmittal of Procurement Demands

TO : CO, Kyoto Mil Govt Team
APO 25

The attached procurement demand is forwarded for your information and compliance.

FOR THE COMMANDING OFFICER:

1 Incl
a/s

George Minarik
GEORGE MINARIK
Capt CE
Adjutant

2470 KMT
~~2470 KMT~~
2164

31-1
36

GPA Form 1
(4-46)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 2 Pages

Account Code (If Applicable to all Items): See below Demand No. JFPA - 243
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	PAC 107-63-101-08		
		OFFICIAL PUBLICATION	
		ZCC	
1.	Akahata 73400002	¥ 858 ea.	365
2.	Asahi Shinbun (Kyoto Edition) 73400026	704 "	365
3.	Chubu Nippon Shinbun 73400072	704 "	365
4.	Fukui Shinbun 73400106	704 "	365
5.	Kyoto Nichi-Nichi Shinbun 73400217	704 "	365
6.	Kyoto Shinbun 73400218	704 "	365
7.	Mainichi Shinbun (Kyoto Edition) 73400239	704 "	365
8.	Miyako Shinbun 73400280	704 "	365
9.	Yomiuri Shinbun 73400509	591 "	365
10.	Yukan Kyoto 73400512	704 "	365
11.	Mainichi Shinbun (English Edition) 73490004	594 "	365

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.

773 013

GPA Form 1
(4-46)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 2 of 2 Pages

Account Code (If Applicable to all Items): See below Demand No. JPNA - 243
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	<p align="center"><u>FISCAL LIMITATION CLAUSE</u></p> <p>Total expenditures made to fulfill the provisions of this procurement demand will be limited to ¥7,675. When expenditures made in connection with this P.D. equal 80% of the sum designated herein, SPB will notify Hq. Eighth Army, Proc. Sec. in accordance with standard existing instructions published in SPB Cir. #27.</p> <p align="center"><u>RECEIPT INSTRUCTIONS</u></p> <p>See attached Receipt Instructions.</p>		

(Detach Along this Line for Additional Pages)

Suggested Source: Shimbun Karasumaru Haikyusho, Manji, Karasumaru, Shimckyo-ku, Kyoto-shi,
 Name Address City Prefecture Kyoto-fu.

(Japanese Delivery) (~~Occ/Voys/Pick/Up~~) Authority for Restricted Item: SCAP Approved Forecast #4, S1453-1154
 Delete One Letter Reference or Signature

Delivery Required: As published 1 April 1949 - 31 March 1950 Ship By: (~~Air/Water/Rail/Road~~)
 Calendar Date or Period Delete Three

Deliver To: Commanding Officer, Kyoto Military Government Team, Kyoto
 Name of Receiving Officer Organization Location Prefecture Phone

Requested By: Commanding Officer, Kyoto Military Government Team, Kyoto
 Name of Requesting Officer Organization Location Prefecture Phone

Approved By: Adjutant General, Adjutant General, 8th Army, Kanagawa
 Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: Per Adjutant General c/s dated 5 March 1949, filed w/JPNA - 193

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

Unit Mil. Govt. Hq. & Hq Co. Prefecture Typed: Mil. Govt. Officer Rank Branch

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

Unit Eighth Army Procurement Section Prefecture Signed: Mil. Govt. Officer Rank Branch
Mj/Vol/Md/S/Pl/Col/

Dated: 8 April 1949 Typed: J. M. C. COLLINS, Major, Ord.

(Space for Japanese Only)

P. D. Received By: _____ Signature City Prefecture Date

APPROPRIATE STAFF SECTION
 APPROPRIATE STAFF SECTION
 CG - I Corps

31-2
 J6

775 013

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:

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.

RECEIPT INSTRUCTION

Supplies with Consolidated Receipts

1. Applicable to: Supplies, materials and equipment for which frequent intermitted deliveries are made for which the GPA Form 2 will be prepared by the contractor and certified by the Receiving Officer for all shipments made during the designated period.
2. Contractor will make delivery of the supplies to the consignee in accordance with the delivery schedules as prescribed in the contract. If the contractor so desires, he may present a hand receipt for signatures of the Receiving Officer.
3. Consignees will reject and return all supplies which are of poor quality, inferior workmanship, not in compliance with plans and specifications or not the equal of an approved sample or pilot model. Expenses in connection with the shipment and return of rejected items will be borne by the contractor without reimbursement.
4. Contractor will prepare nine copies of GPA Form 2 at such times when he desires payment as follows:
 - a. Procurement receipt number assigned to the GPA Form 2 will be the same as was used on the procurement demand, GPA Form 1, except that the procurement demand amendment number (the second group of two digits) will be replaced by a partial receipt number. Partial receipt numbers for each demand will consist of a consecutive sequence of numbers from 01 to 99 assigned to each ~~month~~ partial receipt. All shipments during a particular period for a particular demand will be assigned a partial receipt number whether shipments were made to the same or different consignees.
 - b. Item numbers used on the receipt will correspond to those used on the demand. Each receipt will show all item numbers which are on the demand even though no deliveries were effected for certain items.
 - c. Specific descriptions, nomenclatures, procurement account codes (PAC), supply commodity codes (ZCC), stock numbers and units of quantity will be as stated in the demand.
 - d. Receipt will show the total quantity by item numbers shipped during the period. Items for which no delivery was made will be so noted.
 - e. For each item number on the receipt the contractor will enter the yen unit cost and yen total cost. The sum of the yen total costs for each item will be entered on the receipt as the grand total cost of the receipt.
 - f. Remarks space on the receipt will contain reference to any attached statements, hand receipts, etc.
 - g. "Assistance" statement will be signed by the contractor and attached to the GPA Form 2, as follows:
 - (1) I certify to the best of my knowledge and belief that I have received the materials, tools, equipment and/or labor stated below from the Occupation Force and/or Japanese Government in the performance of this demand. I further certify the itemized statement below is a true and accurate account and that a copy of this certificate and itemized statement will be attached to the application for payment submitted to SPB Fiscal Section.

773 013

Signature _____
 Name (Print) _____
 Title _____
 Organization _____
 Date Signed _____

Negative statements will not be attached.

5. Contractor will prepare and submit receipts at those times he desires to request a payment from SPB:

6. Receiving officer will make corrections in the quantities and nomenclature shown on GPA Form 2 by inserting the proper quantities and nomenclature. Receiving officer and SPB representative will initial all corrections and sign the GPA Form 2 in the appropriate spaces.

7. Receiving officers will distribute the nine signed copies of GPA Form 2 as follows:

a. Four copies to the contractor by contractor's messenger or by mail, if a stamped self-addressed envelope was attached to the signed GPA Form 2, for presentation by the contractor, with two copies of Payment Data Form, PROC 136, to the appropriate SP B office. In accordance with SPB Circular #8 and #14 the Special Procurement Board will:

- (1) Retain two copies for file.
- (2) Forward one copy to the Japan Board of Audit.
- (3) Forward one copy, when payment has been made, along with one copy of the PROC 136 to the Eighth Army Procurement Section.

b. Two copies to this headquarters, Attention: Procurement Section

c. Retain three copies if under the command of COMNAVFE or ECOM; or, retain one copy, forward one copy to appropriate requisitioning authority and one copy to the appropriate responsible commander if under other command than COMNAVFE or ECOM.

773 013

GPA Form 1
(4-46)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 2 Pages

Account Code (If Applicable to all Items): See below Demand No. JFIA - 243
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	PAC 107-63-101-06		
		OFFICIAL PURCHASE	
		ZCC	
1.	Akahata	73400002 ¥ 858	ea. 365
2.	Asahi Shimbun (Kyoto Edition)	73400026 704	" 365
3.	Chubu Nippon Shimbun	73400072 704	" 365
4.	Fukui Shimbun	73400106 704	" 365
5.	Kyoto Nichi-Nichi Shimbun	73400217 704	" 365
6.	Kyoto Shimbun	73400218 704	" 365
7.	Mainichi Shimbun (Kyoto Edition)	73400239 704	" 365
8.	Miyako Shimbun	73400280 704	" 365
9.	Yomiuri Shimbun	73400509 594	" 365
10.	Yukan Kyoto	73400512 704	" 365
11.	Mainichi Shimbun (English Edition)	73490004 594	" 365

775 013

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.

775 013

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:

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.

RECEIPT INSTRUCTION

Supplies with Consolidated Receipts

1. Applicable to: Supplies, materials and equipment for which frequent intermitted deliveries are made for which the GPA Form 2 will be prepared by the contractor and certified by the Receiving Officer for all shipments made during the designated period.
2. Contractor will make delivery of the supplies to the consignee in accordance with the delivery schedules as prescribed in the contract. If the contractor so desires, he may present a hand receipt for signatures of the Receiving Officer.
3. Consignees will reject and return all supplies which are of poor quality, inferior workmanship, not in compliance with plans and specifications or not the equal of an approved sample or pilot model. Expenses in connection with the shipment and return of rejected items will be borne by the contractor without reimbursement.
4. Contractor will prepare nine copies of GPA Form 2 at such times when he desires payment as follows:
 - a. Procurement receipt number assigned to the GPA Form 2 will be the same as was used on the procurement demand, GPA Form 1, except that the procurement demand amendment number (the second group of two digits) will be replaced by a partial receipt number. Partial receipt numbers for each demand will consist of a consecutive sequence of numbers from 01 to 99 assigned to each ~~monthly~~ partial receipt. All shipments during a particular period for a particular demand will be assigned a partial receipt number whether shipments were made to the same or different consignees.
 - b. Item numbers used on the receipt will correspond to those used on the demand. Each receipt will show all item numbers which are on the demand even though no deliveries were effected for certain items.
 - c. Specific descriptions, nomenclatures, procurement account codes (PAC), supply commodity codes (ZCC), stock numbers and units of quantity will be as stated in the demand.
 - d. Receipt will show the total quantity by item numbers shipped during the period. Items for which no delivery was made will be so noted.
 - e. For each item number on the receipt the contractor will enter the yen unit cost and yen total cost. The sum of the yen total costs for each item will be entered on the receipt as the grand total cost of the receipt.
 - f. Remarks space on the receipt will contain reference to any attached statements, hand receipts, etc.
 - g. "Assistance" statement will be signed by the contractor and attached to the GPA Form 2, as follows:
 - (1) I certify to the best of my knowledge and belief that I have received the materials, tools, equipment and/or labor stated below from the Occupation Force and/or Japanese Government in the performance of this demand. I further certify the itemized statement below is a true and accurate account and that a copy of this certificate and itemized statement will be attached to the application for payment submitted to SPB Fiscal Section.

Signature _____

Name (Print) _____

Title _____

Organization _____

Date Signed _____

Negative statements will not be attached.

5. Contractor will prepare and submit receipts at those times he desires to request a payment from SPB:

6. Receiving officers will make corrections in the quantities and nomenclature shown on GPA Form 2 by inserting the proper quantities and nomenclature. Receiving officer and SPB representative will initial all corrections and sign the GPA Form 2 in the appropriate spaces.

7. Receiving officers will distribute the nine signed copies of GPA Form 2 as follows:

a. Four copies to the contractor by contractor's messenger or by mail, if a stamped self-addressed envelope was attached to the signed GPA Form 2, for presentation by the contractor, with two copies of Payment Data Form, PROC 136, to the appropriate SP B office. In accordance with SPB Circular #8 and #14 the Special Procurement Board will:

- (1) Retain two copies for file.
- (2) Forward one copy to the Japan Board of Audit.
- (3) Forward one copy, when payment has been made, along with one copy of the PROC 136 to the Eighth Army Procurement Section.

b. Two copies to this headquarters, Attention: Procurement Section.

c. Retain three copies if under the command of COMNAVFE or ECOF; or, retain one copy, forward one copy to appropriate requisitioning authority and one copy to the appropriate responsible commander if under other command than COMNAVFE or ECOF.

773 013

GPA Form 1
(4-48)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 2 Pages

Account Code (If Applicable to all Items): See below Demand No. JFPA - 243
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	PAC 107-63-101-05		
		OFFICIAL WEIGHT	
1.	Akahata ZCC 73400002	ea.	365
2.	Asahi Shimbun (Kyoto Edition) 73400026	"	365
3.	Chubu Nippon Shimbun 73400072	"	365
4.	Fukui Shimbun 73400106	"	365
5.	Kyoto Nichi-Nichi Shimbun 73400217	"	365
6.	Kyoto Shimbun 73400218	"	365
7.	Mainichi Shimbun (Kyoto Edition) 73400239	"	365
8.	Miyako Shimbun 73400280	"	365
9.	Yomiuri Shimbun 73400509	"	365
10.	Yukan Kyoto 73400512	"	365
11.	Mainichi Shimbun (English Edition) 73490004	"	365

31-6
36

773 013

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.

775 013

GPA Form 1
(4-48)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 2 of 2 Pages

Account Code (If Applicable to all Items): See below Demand No. JPNA - 243
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	<p style="text-align: center;"><u>FISCAL LIMITATION CLAUSE</u></p> <p>Total expenditures made to fulfill the provisions of this procurement demand will be limited to ¥7,675. When expenditures made in connection with this P.D. equal 80% of the sum designated herein, SPB will notify Hq. Eighth Army, Proc. Sec. in accordance with standard existing instructions published in SPB Cir. #27.</p> <p style="text-align: center;"><u>RECEIPT INSTRUCTIONS</u></p> <p>See attached Receipt Instructions.</p>		

(Detach Along this Line for Additional Pages)

Kyoto-fu.

Suggested Source: Shimbun Karasumaru Kaikyusho, Manji, Karasumaru, Shimokyo-ku, Kyoto-shi,
Name Address City Prefecture

(Japanese Delivery) (Delete One) Oct/Water/Pick/Up Authority for Restricted Item: SCAP Approved Forecast #4, S1453-1454
Delete One Letter Reference or Signature

Delivery Required: As published 1 April 1949 - 31 March 1950 Ship By: (Air/Water/Rail/Road)
Calendar Date or Period Delete Three

Deliver To: Commanding Officer, Kyoto Military Government Team, Kyoto
Name of Receiving Officer Organization Location Prefecture Phone

Requested By: Commanding Officer, Kyoto Military Government Team, Kyoto
Name of Requesting Officer Organization Location Prefecture Phone

Approved By: Adjutant General, Adjutant General, 8th Army, Kanagawa
Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: Per Adjutant General c/s dated 5 March 1949, filed w/JPNA - 193

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

Unit Mil. Govt. Hq. & Hq Co. Prefecture Typed: Mil. Govt. Officer Rank Branch

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

Unit Eighth Army Procurement Section Prefecture Signed: Mil. Govt. Officer Rank Branch

Dated: 8 April 1949 Typed: JIMM C. COLLINS, Major, Crd.

(Space for Japanese Only)

P. D. Received By: _____ Signature City Prefecture Date

APPROPRIATE STAFF SECTION

102-0039-7 thru 17

CG - I Corps

Incl #2³

31-7
369

773 013

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:

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.

RECEIPT INSTRUCTION

Supplies with Consolidated Receipts

1. Applicable to: Supplies, materials and equipment for which frequent intermitted deliveries are made for which the GPA Form 2 will be prepared by the contractor and certified by the Receiving Officer for all shipments made during the designated period.
2. Contractor will make delivery of the supplies to the consignee in accordance with the delivery schedules as prescribed in the contract. If the contractor so desires, he may present a hand receipt for signatures of the Receiving Officer.
3. Consignees will reject and return all supplies which are of poor quality, inferior workmanship, not in compliance with plans and specifications or not the equal of an approved sample or pilot model. Expenses in connection with the shipment and return of rejected items will be borne by the contractor without reimbursement.
4. Contractor will prepare nine copies of GPA Form 2 at such times when he desires payment as follows:
 - a. Procurement receipt number assigned to the GPA Form 2 will be the same as was used on the procurement demand, GPA Form 1, except that the procurement demand amendment number (the second group of two digits) will be replaced by a partial receipt number. Partial receipt numbers for each demand will consist of a consecutive sequence of numbers from 01 to 99 assigned to each ~~monthly~~ partial receipt. All shipments during a particular period for a particular demand will be assigned a partial receipt number whether shipments were made to the same or different consignees.
 - b. Item numbers used on the receipt will correspond to those used on the demand. Each receipt will show all item numbers which are on the demand even though no deliveries were effected for certain items.
 - c. Specific descriptions, nomenclatures, procurement account codes (PAC), supply commodity codes (ZCC), stock numbers and units of quantity will be as stated in the demand.
 - d. Receipt will show the total quantity by item numbers shipped during the period. Items for which no delivery was made will be so noted.
 - e. For each item number on the receipt the contractor will enter the yen unit cost and yen total cost. The sum of the yen total costs for each item will be entered on the receipt as the grand total cost of the receipt.
 - f. Remarks space on the receipt will contain reference to any attached statements, hand receipts, etc.
 - g. "Assistance" statement will be signed by the contractor and attached to the GPA Form 2, as follows:
 - (1) I certify to the best of my knowledge and belief that I have received the materials, tools, equipment and/or labor stated below from the Occupation Force and/or Japanese Government in the performance of this demand. I further certify the itemized statement below is a true and accurate account and that a copy of this certificate and itemized statement will be attached to the application for payment submitted to SPB Fiscal Section.

318
36

Signature _____

Name (Print) _____

Title _____

Organization _____

Date Signed _____

Negative statements will not be attached.

5. Contractor will prepare and submit receipts at those times he desires to request a payment from SPB.

6. Receiving officer will make corrections in the quantities and nomenclature shown on GPA Form 2 by inserting the proper quantities and nomenclature. Receiving officer and SPB representative will initial all corrections and sign the GPA Form 2 in the appropriate spaces.

7. Receiving officers will distribute the nine signed copies of GPA Form 2 as follows:

a. Four copies to the contractor by contractor's messenger or by mail, if a stamped self-addressed envelope was attached to the signed GPA Form 2, for presentation by the contractor, with two copies of Payment Data Form, PROC 136, to the appropriate SP B office. In accordance with SPB Circular #8 and #14 the Special Procurement Board will:

- (1) Retain two copies for file.
- (2) Forward one copy to the Japan Board of Audit.
- (3) Forward one copy, when payment has been made, along with one copy of the PROC 136 to the Eighth Army Procurement Section.

b. Two copies to this headquarters, Attention: Procurement Section

c. Retain three copies if under the command of COMNAVFE or ECOF; or, retain one copy, forward one copy to appropriate requisitioning authority and one copy to the appropriate responsible commander if under other command than COMNAVFE or BCOF.

775 013

GPA Form 1
(4-46)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 2 Pages

Account Code (If Applicable to all Items): See below Demand No. JPNA - 243
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	PAC 107-63-101-06		
		CHEMICAL EQUIPMENT	
1.	Akahata ZCC 73400002	ea.	365
2.	Asahi Shimbun (Kyoto Edition) 73400026	"	365
3.	Chubu Nippon Shimbun 73400072	"	365
4.	Fukui Shimbun 73400106	"	365
5.	Kyoto Nichi-Nichi Shimbun 73400217	"	365
6.	Kyoto Shimbun 73400218	"	365
7.	Mainichi Shimbun (Kyoto Edition) 73400239	"	365
8.	Miyako Shimbun 73400280	"	365
9.	Yomiuri Shimbun 73400509	"	365
10.	Yukan Kyoto 73400512	"	365
11.	Mainichi Shimbun (English Edition) 73490004	"	365

(Detach Along this Line for Additional Pages)

Suggested Source: Shimbun Karasumaru Haikyusho, Manji, Karasumaru, Shimokyo-ku, Kyoto-shi, Kyoto-fu.
Name Address City Prefecture

(Japanese Delivery) (Oct/Water/Pick/Up) Authority for Restricted Item: SCAP Approved Forecast #4, S1453-1454
Delete One Letter Reference or Signature

Delivery Required: As published 1 April 1949 - 31 March 1950 Ship By: (Air/Water/Rail/Road) Delete Three
Calendar Date or Period

Deliver To: Commanding Officer, Kyoto Military Government Team, Kyoto
Name of Receiving Officer Organization Location Prefecture Phone

Requested By: Commanding Officer, Kyoto Military Government Team, Kyoto
Name of Requesting Officer Organization Location Prefecture Phone

Approved By: Adjutant General, Adjutant General, 8th Army, Kanagawa
Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: Per Adjutant General c/s dated 5 March 1949, filed w/JPNA - 193

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

Unit Mil. Govt. Hq. & Hq Co. Prefecture Typed: Mil. Govt. Officer Rank Branch

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

Unit Eighth Army Procurement Section Prefecture Signed: Mil. Govt. Officer Rank Branch

Dated: 8 April 1949 Typed: J. M. C. COLLINS, Major, Crd.

(Space for Japanese Only)

P. D. Received By: _____ Signature City Prefecture Date

APPROPRIATE STAFF SECTION

102-0039-7 thru 17

CG - I Corps

31-9
36

Int 2

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.

773 013

CORRECTION

THIS DOCUMENT
HAS BEEN REPHOTOGRAPHED
TO ASSURE LEGIBILITY

773 013

GPA Form 1
(4-46)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 2 Pages

Account Code (If Applicable to all Items): See below Demand No. JFEA - 243

(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	PAC 107-63-101-08		
		CHEMICAL	
		ZCC	
1.	Akahata 73400002	¥ 858 ea.	365
2.	Asahi Shimbun (Kyoto Edition) 73400026	704 "	365
3.	Chubu Nippon Shimbun 73400072	704 "	365
4.	Fukui Shimbun 73400106	704 "	365
5.	Kyoto Nichi-Nichi Shimbun 73400217	704 "	365
6.	Kyoto Shimbun 73400218	704 "	365
7.	Mainichi Shimbun (Kyoto Edition) 73400239	704 "	365
8.	Miyako Shimbun 73400280	704 "	365
9.	Yomiuri Shimbun 73400509	591 "	365
10.	Yukan Kyoto 73400512	704 "	365
11.	Mainichi Shimbun (English Edition) 73490004	594 "	365

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.

775 013

GPA Form 1
(4-46)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 2 of 2 Pages

Account Code (If Applicable to all Items): See below Demand No. JPNA - 243
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	<p align="center"><u>FISCAL LIMITATION CLAUSE</u></p> <p>Total expenditures made to fulfill the provisions of this procurement demand will be limited to ¥7,675. When expenditures made in connection with this P.D. equal 80% of the sum designated herein, SPB will notify Hq. Eighth Army, Proc. Sec. in accordance with standard existing instructions published in SPB Cir. #27.</p> <p align="center"><u>RECEIPT INSTRUCTIONS</u></p> <p>See attached Receipt Instructions.</p>		

(Detach Along this Line for Additional Pages)

Suggested Source: Shimbu Karasumaru Haikyusho, Hanji, Karasumaru, Shimokyo-ku, Kyoto-shi, Kyoto-fu.
Name Address City Prefecture

(Japanese Delivery) (Oct/Force/Pack/Unit) Authority for Restricted Item: SCAP Approved Forecast #4, S1459-1454
Delete One Letter Reference or Signature

Delivery Required: As published 1 April 1949 - 31 March 1950 Ship By: (Air)(Water)(Rail)(Road)
Calendar Date or Period Delete Three

Deliver To: Commanding Officer, Kyoto Military Government Team, Kyoto
Name of Receiving Officer Organization Location Prefecture Phone

Requested By: Commanding Officer, Kyoto Military Government Team, Kyoto
Name of Requesting Officer Organization Location Prefecture Phone

Approved By: Adjutant General, Adjutant General, 8th Army, Kanagawa
Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: Per Adjutant General c/s dated 5 March 1949, filed w/JPNA - 193
(Space for Mil. Govt. Unit Preparing and Forwarding Demand to Another Mil Govt. Unit)

Unit: Mil. Govt. Hq. & Hq Co. Prefecture Typed: Mil. Govt. Officer Rank Branch

(Space for Mil. Govt. Unit Processing Demand to Japanese)
Eighth Army Procurement Section

Unit: Mil. Govt. Hq. & Hq Co. Prefecture Signed: Mil. Govt. Officer Rank Branch

Dated: 8 April 1949 Typed: J. H. C. COLLINS, Major, Crd.

(Space for Japanese Only)

P. D. Received By: _____ Signature City Prefecture Date

APPROPRIATE STAFF SECTION

CG - I Corps

102-0039-7 thru 17

Invt # 2

31-9
36

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:

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.

RECEIPT INSTRUCTION

Supplies with Consolidated Receipts

1. Applicable to: Supplies, materials and equipment for which frequent intermittent deliveries are made for which the GPA Form 2 will be prepared by the contractor and certified by the Receiving Officer for all shipments made during the designated period.
2. Contractor will make delivery of the supplies to the consignee in accordance with the delivery schedules as prescribed in the contract. If the contractor so desires, he may present a hand receipt for signatures of the Receiving Officer.
3. Consignees will reject and return all supplies which are of poor quality, inferior workmanship, not in compliance with plans and specifications or not the equal of an approved sample or pilot model. Expenses in connection with the shipment and return of rejected items will be borne by the contractor without reimbursement.
4. Contractor will prepare nine copies of GPA Form 2 at such times when he desires payment as follows:
 - a. Procurement receipt number assigned to the GPA Form 2 will be the same as was used on the procurement demand, GPA Form 1, except that the procurement demand amendment number (the second group of two digits) will be replaced by a partial receipt number. Partial receipt numbers for each demand will consist of a consecutive sequence of numbers from 01 to 99 assigned to each ~~month~~ partial receipt. All shipments during a particular period for a particular demand will be assigned a partial receipt number whether shipments were made to the same or different consignees.
 - b. Item numbers used on the receipt will correspond to those used on the demand. Each receipt will show all item numbers which are on the demand even though no deliveries were effected for certain items.
 - c. Specific descriptions, nomenclatures, procurement account codes (PAC), supply commodity codes (ZCC), stock numbers and units of quantity will be as stated in the demand.
 - d. Receipt will show the total quantity by item numbers shipped during the period. Items for which no delivery was made will be so noted.
 - e. For each item number on the receipt the contractor will enter the yen unit cost and yen total cost. The sum of the yen total costs for each item will be entered on the receipt as the grand total cost of the receipt.
 - f. Remarks space on the receipt will contain reference to any attached statements, hand receipts, etc.
 - g. "Assistance" statement will be signed by the contractor and attached to the GPA Form 2, as follows:
 - (1) I certify to the best of my knowledge and belief that I have received the materials, tools, equipment and/or labor stated below from the Occupation Force and/or Japanese Government in the performance of this demand. I further certify the itemized statement below is a true and accurate account and that a copy of this certificate and itemized statement will be attached to the application for payment submitted to SPB Fiscal Section.

Signature _____

Name (Print) _____

Title _____

Organization _____

Date Signed _____

Negative statements will not be attached.

5. Contractor will prepare and submit receipts at those times he desires to request a payment from SPB:

6. Receiving officer will make corrections in the quantities and nomenclature shown on GPA Form 2 by inserting the proper quantities and nomenclature. Receiving officer and SPB representative will initial all corrections and sign the GPA Form 2 in the appropriate spaces.

7. Receiving officers will distribute the nine signed copies of GPA Form 2 as follows:

a. Four copies to the contractor by contractor's messenger or by mail, if a stamped self-addressed envelope was attached to the signed GPA Form 2, for presentation by the contractor, with two copies of Payment Data Form, PROC 136, to the appropriate SP B office. In accordance with SPB Circular #8 and #14 the Special Procurement Board will:

- (1) Retain two copies for file.
- (2) Forward one copy to the Japan Board of Audit.
- (3) Forward one copy, when payment has been made, along with one copy of the PROC 136 to the Eighth Army Procurement Section.

b. Two copies to this headquarters, Attention: Procurement Section

c. Retain three copies if under the command of COMNAVFE or BCOF; or, retain one copy, forward one copy to appropriate requisitioning authority and one copy to the appropriate responsible commander if under other command than COMNAVFE or BCOF.

775 013

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 consecutive 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.

773 013

BREAKDOWN OF SERVICES RENDERED ON PROCUREMENT DEMAND JPNO 826
(PROCUREMENT RECEIPT JPNO 826-W)
BY KANSAI TEISAN AUTO CO. LTD.
For Period from April 1st to 30th, 1949.

One (1) passenger vehicle, 18 hours operation per day.

Vehicle used	30 days	540 hours
--------------	---------	-----------

Driver and fuel supplied by Occupation Forces, vehicle under complete control of Occupation Forces.

All repairings, maintenances etc. to the vehicle are served by the contractor.

Kansai Teisan Auto Co. Ltd.

Masamoto

30-2
35-2

775 013

BREAKDOWN OF LABOR, REPAIR PART AND MATERIALS
USED IN MAINTENANCE ON PROCUREMENT DEMAND JPNO 826
(PROCUREMENT RECEIPT JPNO 826-W)
BY KANSAI TEISAN AUTO CO., LTD.
For the month of April 1949.

Description of item received

Furnished by Occupation Forces

Unit

Quantity

Labor

Unknown

Materials

"

Furnished by Contractor

Man-hours

Quantity

1. Repair of tie-rod
Tie-rod end

1

-

-

1 ea

2. Repainting

120

-

Lacquer

-

2 gal

Thinner

-

2 gal

Primary paint

-

1 gal

Sand paper

-

14 sheet

Tape

-

10 coil

3. The others.

Tire (650 x 16)

-

1 ea

Choke wire

-

1 ea

Choke spring

-

1 ea

Battery cord

-

5 feet

Cord terminal

-

1 ea

Electric bulb

-

3 ea

Wax

-

1 ea

Duster

-

1 ea

Seatcover cleaning

5

20 pcs

Kansai Teisan Auto Co., Ltd.

*R. Yamamoto*30-3
~~253~~

"I certify to the best of my knowledge and belief, that the attached statements represent a true and accurate account of all labor or all materials furnished by, or furnished to, my organization in connection with procurement demand No. JPNO-826 during the period April 1st to 30th, 1949."

Signature *M. Inamoto*

Title Manager

Organization KANSAI TEISAN AUTO CO., LTD.

Date 4 May 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."

Signature *M. Sasaki*

Title S. P. B. Officer

Government office Kyoto Branch of S. P. B.

Date 6 May 1949

304
254

773 013

Kyoto file

GPA Form 1
(4-46)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 1 Pages

Account Code (If Applicable to all Items): See below Demand No. JPN 242
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	PAC 107-63-101-08		
	OFFICIAL		
	ZOC		
1.	Daiyamondo 73300302	ea.	36
2.	Shin Nippon Shimbum 73302294	ea.	12
3.	Japan Economic Weekly 73390006	ea.	52
4.	Oriental Economist 73390011	ea.	52
<p><u>FISCAL LIMITATION CLAUSE</u> Total expenditures made to fulfill the provisions of this procurement demand will be limited to ¥11,840. When expenditures made in connection with this P. D. equal 80% of the sum designated herein, SFB will notify Hq. Eighth Army, Proc. Sec. in accordance with standard existing instructions published in SFB Cir. #27.</p> <p><u>RECEIPT INSTRUCTIONS</u> See attached Receipt Instructions.</p>			

(Detach Along this Line for Additional Pages)

Suggested Source: Iaruzen K.L., Kyoto Shiten, Takoyakushi, Kawara-cho, Wakkyo-ku, Kyoto-shi, Kyoto-fu.
Name Address City Prefecture

Authority for (Japanese Delivery) Del Occ Forge Pick Up Restricted Item: SC&P Approved Forecast # 51453
Delete One Letter Reference or Signature

Delivery Required: As published 1 April 1949 31 March 1950. Ship By: (Air) (Water) (Rail) (Road)
Calendar Date or Period Delete Three

Deliver To: Commanding Officer, Kyoto Military Government Team, Kyoto
Name of Receiving Officer Organization Location Prefecture Phone

Requested By: Commanding Officer, Kyoto Military Government Team, Kyoto
Name of Requesting Officer Organization Location Prefecture Phone

Approved By: Adjutant General, Adjutant General, 8th Army, Kanagawa
Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: Per adjutant General c/s dated 5 March 1948, filed w/JPNA - 193.

(Space for Mil. Govt. Unit Preparing and Forwarding Demand to Another Mil Govt. Unit)
Unit Mil. Govt. Hq. & Hq Co. Prefecture Typed: Mil. Govt. Officer Rank Branch

(Space for Mil Govt. Unit Processing Demand to Japanese)
Eighth Army Procurement Section
Unit Mil/Govt/Hq/ & Hq/ Co. Prefecture Signed: J. C. Collins Proc/Mil/Govt. Officer Rank Branch

Dated: 8 April 1949 Typed: JOHN C. COLLINS, Major, Crd.

P. D. Received By: Y. Shigeno S P B MAY -6. 1949
Signature City Prefecture Date

RECEIVING OFFICER

29-1
4

775 013

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:

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.

RECEIPT INSTRUCTION

Supplies with Consolidated Receipts

1. Applicable to: Supplies, materials and equipment for which frequent intermitted deliveries are made for which the GPA Form 2 will be prepared by the contractor and certified by the Receiving Officer for all shipments made during the designated period.

2. Contractor will make delivery of the supplies to the consignee in accordance with the delivery schedules as prescribed in the contract. If the contractor so desires, he may present a hand receipt for signature of the Receiving Officer.

3. Consignees will reject and return all supplies which are of poor quality, inferior workmanship, not in compliance with plans and specifications or not the equal of an approved sample or pilot model. Expenses in connection with the shipment and return of rejected items will be borne by the contractor without reimbursement.

4. Contractor will prepare nine copies of GPA Form 2 at such times when he desires payment as follows:

a. Procurement receipt number assigned to the GPA Form 2 will be the same as was used on the procurement demand, GPA Form 1, except that the procurement demand amendment number (the second group of two digits) will be replaced by a partial receipt number. Partial receipt numbers for each demand will consist of a consecutive sequence of numbers from 01 to 99 assigned to each monthly partial receipt. All shipments during a particular period for a particular demand will be assigned a partial receipt number whether shipments were made to the same or different consignees.

b. Item numbers used on the receipt will correspond to those used on the demand. Each receipt will show all item numbers which are on the demand even though no deliveries were effected for certain items.

c. Specific descriptions, nomenclatures, procurement account codes (PAC), supply commodity codes (ZOC), stock numbers and units of quantity will be as stated in the demand.

d. Receipt will show the total quantity by item numbers shipped during the period. Items for which no delivery was made will be so noted.

e. For each item number on the receipt the contractor will enter the yen unit cost and yen total cost. The sum of the yen total costs for each item will be entered on the receipt as the grand total cost of the receipt.

f. Remarks space on the receipt will contain reference to any attached statements, hand receipts, etc.

g. "Assistance" statement will be signed by the contractor and attached to the GPA Form 2, as follows:

- (1) I certify to the best of my knowledge and belief that I have received the materials, tools, equipment and/or labor stated below from the Occupation Force and/or Japanese Government in the performance of this demand. I further certify the itemized statement below is a true and accurate account and that a copy of this certificate and itemized statement will be attached to the application for payment submitted to SFB Fiscal Section.

Signature _____

Name (Print) _____

Title _____

Organization _____

Date Signed _____

Negative statements will not be attached.

5. Contractor will prepare and submit receipts at those times he desires to request a payment from SEB.

6. Receiving Officer will make corrections in the quantities and nomenclature shown on GPA Form 2 by inserting the proper quantities and nomenclature. Receiving Officer and SEB representative will initial all corrections and sign the GPA Form 2 in the appropriate spaces.

7. Receiving Officers will distribute the nine signed copies of GPA Form 2 as follows:

a. Four copies to the contractor by contractor's messenger or by mail, if a stamped self-addressed envelope was attached to the signed GPA Form 2, for presentation by the contractor, with two copies of Payment Data Form, PROC 136, to the appropriate SEB office. In accordance with SEB Circular #8 and #14 the Special Procurement Board will:

- (1) Retain two copies for file.
- (2) Forward one copy to the Japan Board of Audit.
- (3) Forward one copy, when payment has been made, along with one copy of the PROC 136 to the Eighth Army Procurement Section.

b. Two copies to this headquarters, Attention: Procurement Section.

c. Retain three copies if under the command of COMNAVFE or BCOF; or, retain one copy, forward one copy to appropriate requisitioning authority and one copy to the appropriate responsible commander if under other command than COMNAVFE or BCOF.

773 013

HEADQUARTERS EIGHTH ARMY
PROCUREMENT SECTION
KYOTO PROCUREMENT BRANCH
APO 301

6 May 1949

SUBJECT: Procurement Demand

TO : Commanding Officer,
Kyoto Military Government Team
APO 301, Kyoto

Transmitted herewith one (1) copy of Procurement
Demand JPNS-187 for your file.

G. N. Harrison
for G. N. HARRISON *Capt. F. D.*
MAJOR INFANTRY
Officer in Charge

28-1
34

773 013

GPA Form (4-48)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 2 Pages

Account Code (If Applicable to all Items): See Below Demand No. JFNS 187
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	<u>FIXED SCHEDULED RATES SERVICE</u>		
	Services of a contractor to furnish all supplies, materials, tools, equipment, real estate, and labor necessary to perform the functions or render the service listed.		
1.	Hotel Room Rates (Transient Hotels) Estimated Requirement 480 room nights per month. All operating Japanese hotels in Kyoto Prefecture.	per room night	
	PAC 104-00-401-02 (Army)	SCC 96-9-211-53	
	PAC 204-00-401-02 (A/V)	SCC 96-9-211-53	Room night
	PAC 304-00-401-02 (Navy)	SCC 96-9-211-53	Room night
	PAC 604-00-401-02 (BCOF)	SCC 96-9-211-53	Room night
	PAC 804-00-401-02 (GHQ)	SCC 96-9-211-53	Room night

773 013

cautions.

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 |
| n. 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.

773 013

GPA Form 1

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 2 of 2 Pages

Account Code (If Applicable to all Items): See Below Demand No. JEMS 787
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	<p align="center">FISCAL LIMITATION CLAUSE</p> <p>Total expenditures made to fulfill the provision of ^{this} procurement demand will be limited to ¥ 57,078. When expenditures made in connection with this demand equal 80% of the sum designated herein SPB will notify Headquarters Eighth Army, Procurement Section, in accordance with standard existing instructions published in SPB Circular #27.</p> <p align="center">PROCUREMENT RECEIPT</p> <p>See attached Receipt Instructions.</p> <p align="center">*(Selected by JG)</p>		

(Detach Along this Line for Additional Pages)

Suggested Source: *All Operating Japanese Hotels in Kyoto Prefecture

Name	Address	City	Prefecture
Authority for Restricted Item: <u>SCAP approved forecast #4 S2158 LI 22</u>			
Letter Reference or Signature			

Delivery Required: 1 June 1949 - 31 March 1950 Calendar Date or Period

Ship By: (Air)(Water)(Rail)(Road) Delete Three

Deliver To: Commanding Officer, Military Government Team Kyoto

Name of Receiving Officer Organization Location Prefecture Phone

Requested By: Commanding Officer, Military Government Team Kyoto

Name of Requesting Officer Organization Location Prefecture Phone

Approved By: The G-4 C-4 3th Army Kanagawa

Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: MG c/s dtd 15 March 1949 replaces JPNO 25 f/w JPNS 170

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

Eighth Army Procurement Section Typed: John C. COLLINS Maj. Ord

Unit XXXXXXXXXXXX Prefecture XXXXXXXXXXXX Mil. Govt. Officer Rank Branch

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

Eighth Army Procurement Section Signed: s/ F.A. Turner Capt., FD

Unit XXXXXXXXXXXX Kyoto Branch Prefecture XXXXXXXXXXXX Mil. Govt. Officer Rank Branch

Dated: 3 May 1949 Typed: F.A. TURNER CAPT., FD

(Space for Japanese Only)

P. D. Received By: s/ H. Takimoto SPB Kyoto Kyoto 3 May 49

Signature City Prefecture Date

RECEIVING OFFICER

282
342

773 013

RECEIVED OFFICE

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:

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.

PROCUREMENT RECEIPT INSTRUCTION

Transient Hotel Service

Page 1 of 2 pages

1. Applicable to: Transient Hotel services performed under the contracts which stipulate a fixed price for each service which might be performed under authority of the contract.

2. Contractor will furnish the service when requested to do so by Occupation Force personnel traveling on official business under competent written orders.

3. Recipients of the service will prepare, in triplicate, a Transient Hotel Service Receipt in accordance with the instructions appearing thereon, attach a copy of competent travel orders to each copy of the receipt, and present all documents to the hotel manager in lieu of payment.

4. When the contractor (hotel manager) desires payment (no sooner than the end of the month during which the service was rendered and not later than the end of the current quarter of the Japanese Fiscal year) the contractor will present all documents in his possession to the prefectural CLCO office.

5. The prefectural CLCO office will, periodically, when it desires a reimbursement from SPB, consolidate all receipts and prepare a Procurement Receipt, GPA Form 2, in nine copies, as follows:

a. Procurement receipt number assigned to the GPA Form 2 will be the same as was used on the Procurement Demand, GPA Form 1, except that the procurement demand amendment number (the second group of two digits) will be deleted and a receipt number suffix added. Receipt number suffixes for each demand will consist of a consecutive sequence of numbers from 01 to 99 assigned to each receipt.

b. Item numbers used on the receipt will correspond to those used on the demand. Each receipt will show all item numbers which are on the demand even though no services were rendered for certain items.

c. Procurement account codes (PAC), service commodity codes (SCC) and units of quantity will be as stated in the demand.

d. Receipts will reflect the quantities of room-nights furnished during the period by item numbers.

e. For each item number on the receipt the prefectural CLCO will enter the yen unit cost and the yen total cost. The sum of the total yen costs for each item will be entered on the receipt as the grand total cost of the receipt.

f. Remarks space on the receipt will contain reference to attached statements, Transient Hotel Service Receipts, etc.

6. When receipts have been prepared, the preparing agency (CLCO) will submit them to the receiving officer indicated on the procurement demand for review and signature. The receiving officer and CLCO representative will make corrections in the quantities appearing thereon, will initial all corrections or changes and sign all copies of the GPA Form 2.

7. Distribution of the receipts will be made by the receiving officer as follows:

a. Four copies to the CLCO representative for presentation with other appropriate papers to the associated SPB office in accordance with SPB Circulars 8 and 14 as amended. SPB will further distribute:

283
343

Procurement Receipt Instruction (continued)

Page 2 of 2 Pages

- (1) One copy of the receipt, when payment has been completed, with one copy of Payment Data Form, PROC 136, to the Eighth Army Procurement Section.
 - (2) One copy to the Japan Board of Audit.
 - (3) Retain two copies for SPB files.
- b. Two copies direct to Headquarters Eighth Army, Attention: Procurement Section.
 - c. Retain three copies if under the command of COMNAVFE or BCOF; or, retain one copy, forward one copy to the appropriate requisitioning authority, and one copy to the appropriate commander within whose area the service was furnished if under command of other than COMNAVFE or BCOF.
 - d. When services have been rendered under the Air Forces item of the demand, the receiving officer will make a single extract copy of that portion of the receipt pertaining to the Air Force and forward it to Headquarters FEAF; Attention: Comptroller.
8. Transient Hotel Service Receipts will be distributed as follows:
- a. One copy to commander who issued the competent orders.
 - b. One copy, with the GPA Form 2, to the commander within whose area the service was furnished for screening.
 - c. Retain one copy for file.

773 013

KYOTO MILITARY GOVERNMENT TEAM
APO 301 (Kyoto, Japan)

6 May 1949

SUBJECT: Repair of Quartermaster Type Furniture and Furnishings

TO: Commanding Officer
Kiaki Mil Govt Region
APO 25

File copy

1. Reference letter your headquarters dated 29 April 1949, subject same as above, repair of quartermaster type furniture and furnishings for this team is completed by Kyoto Post Command for all of Kyoto area. Under the circumstances it is not deemed necessary to request a procurement demand for this service.

FOR THE COMMANDING OFFICER:

THOMAS R. HARBIN
Captain, Inf
Adjutant

2760

271
33

773 013

HEADQUARTERS
KINKI MIL GOVT REGION
APO 25 (Osaka, Honshu)

DLN/af

INTER-OFFICE
<input checked="" type="checkbox"/> C.O.
<input checked="" type="checkbox"/> Exec.
<input checked="" type="checkbox"/> Adj.
<input type="checkbox"/> Econ.
<input type="checkbox"/> Labor
<input type="checkbox"/> P.H.
<input type="checkbox"/> C.E.
<input type="checkbox"/> L. & S.
<input type="checkbox"/> P.W.
<input type="checkbox"/> C. Info.
<input type="checkbox"/> Maizuru
<input type="checkbox"/> Ch. Clk.
<input type="checkbox"/> File
<input type="checkbox"/> Action
<input checked="" type="checkbox"/> Info.
<input type="checkbox"/> Your File
<input checked="" type="checkbox"/> Read. Initial & return for Central Files

414

29 April 1949

SUBJECT: Repair of Quartermaster Type Furniture and Furnishings

TO: All Team Commanders

1. The repair of quartermaster furniture during the Japanese fiscal year 1949 will be accomplished on procurement demands supplemented by locally established repair shops when the latter is considered economical and desirable. The term, "Quartermaster Furniture," as used herein is intended to cover furniture and furnishings for dependent housing, troop billets, bachelor officers' quarters, civilian quarters, and dayrooms, as well as office furniture.

2. The procurement demands covering these repairs will be classified as Category 4-B. Each procurement demand in this category will include a specific limitation as to the maximum expenditure in yen to be permitted thereunder.

3. In order that this headquarters may initiate action to have Category 4-B procurement demand issued, the following information will be furnished at the earliest practicable date.

a. The total amount in yen estimated as required for the Japanese fiscal year 1949 by each unit under your command for which separate procurement demands are desired, broken down as follows:

- (1) Repair of quartermaster furniture and furnishings (wood, metal, electrical, etc.).
- (2) Laundering (of drapes, rugs, etc.).
- (3) Dry cleaning (of drapes, rugs, etc.).
- (4) Dyeing (of drapes, rugs, etc.).
- (5) Other services (specify).

b. Whether separate procurement demands are desired for any part of all of the categories listed above.

c. Justification, including the total number of dependent homes, troop billets, bachelor officers' quarters, Department of the Army civilian

Kyo-to m.s.

27-2
~~33~~

4243

Ltr, Hq Kinki Mil Govt Region, Subj Repair of Quartermaster Type Furniture and Furnishings, dtd

quarters, and dayrooms to be served under each separate procurement demand.

4. In the interest of economy and in order to stay within the yen limitation imposed on each procurement demand, it may be necessary for installations to establish local repair facilities, utilizing requisitioned labor, to perform minor repairs of types which can be accomplished more expeditiously and economically by that means, than would be the case if the procurement demand were utilized. Any local shops established for this purpose will be equipped for minor repairs only, utilizing hand tools which may be obtained on supply procurement demands, requisitioned from available stocks, or furnished by employees. There is no objection to the utilization of any power tools that are presently available in the organization.

5. Requisitioned labor should be utilized wherever possible for such work as laying carpets and installing or removing venetian blinds.

6. Minor repairs, such as replacing or tightening screws or bolts, touch-up painting or varnishing, etc., should be accomplished by the use of requisitioned labor on the spot or by repair in the local shop, if one is established.

7. Information called for in paragraph 3 should reach this headquarters not later than 7 May 1949.

BY ORDER OF COLONEL O'NEILL:

George Minarik
GEORGE MINARIK
Capt CE
Adjutant

775 013

File

GPA FORM 2
(4-46)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Morigen Hotel
Individual Firm

Address: Kyoto Prefecture
Number and Street City Prefecture

Date Received: For March 1949
Or Period Covered (Partial) (Final) Receipt
Delete One

Account code (If Applicable to All Items): 104-R Receipt No. JPNO 25 A-E
(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
	Transient Hotel Service in Kyoto Prefecture limited to first class sleeping and bathing accommodations normally supplied by the particular hotel furnishing the service. Morigen Hotel	day	2		

(Detach 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 Unit Mil. Govt. Hq. & Hq. Co. Sect. Japan Prefecture
(Mil. Govt. Unit which Prepared Demand)

IV Unit Proc. Dist. Mil. Govt. Hq. & Hq. Co. Kyoto Pr. Prefecture
(Mil. Govt. Unit which Processed Demand)

(Space for Receiving Agency Only)

Authority for Restricted Item: SSO Hq. 8th Army (Japanese Delivery) (Occ. Force Pick Up)
Letter Reference or Signature Delete One

Taken up on Property Records of: n/a By: n/a
Organization Accountable Officer Rank Date

Remarks:

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

By: J. B. Harkin capt. K M 4 T 5 May 49
Receiving Officer Organization Date

By: S. Imoue S.P.B. Kyoto 2nd May 1949
Japanese Representative Agency Date

2117

26
32