

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

**Description of contents**

- (1) Box no. **3141**
- (2) Folder title/number: **(7)**  
**Procurement Demand JPNS 891 (Furniture Repair Shop)**
- (3) Date: **July 1949 - Aug. 1949**
- (4) Subject:
 

Classification	Type of record
<b>9035.1</b>	<b>i</b>
- (5) Item description and comment:  
**Oita**
- (6) Reproduction:  **Yes**       No
- (7) Film no. \_\_\_\_\_ Sheet no. \_\_\_\_\_

(Compiled by *National Diet Library*)



GPA Form 1  
(4-46)

PROCUREMENT DEMAND  
On Imperial Japanese Government

Page 1 of 3 Pages

Account Code (If Applicable to all Items): See Below Demand No. JPMS 891  
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	<u>OPERATIONAL SERVICES</u>		
	Contractor to furnish labor, real estate and equipment listed, to perform services listed, to repair and maintain real estate listed and to repair, maintain and replace equipment listed.		
1.	Furniture Repair Shops Repair Shop Equipment Repairing Furniture Services of a contractor for the repairing and maintaining and re-upholstering of household furniture.  PAC 121-63-431-07      SCC 96146286		
2.	Furnishings Repair Shops Repair Shop Equipment Repairing Furnishings Services of a contractor for the repairing and maintaining of furnishings; cut and sew curtains, draperies, carpeting and other furnishings; dry clean, wash and dye curtains, draperies, carpeting and other furnishings. This service includes repair of venetian blinds and shades. Curtains, draperies, soaps, dyes, cleaning solvents, and		



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.



GPA Form 1  
(4-46)

PROCUREMENT DEMAND  
On Imperial Japanese Government

Page 2 of 3 Pages

Account Code (If Applicable to all Items): See Below Demand No.

JPNS 891

(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	and similar items, venetian blinds with accessories, curtain rods and drapery rods will be furnished by the Occupation Forces. All other supplies will be furnished by the Contractor and/or the Japanese Government.  PAC 121-63-431-07                      SCC 96146386		
3.	Electrical Appliances Repair Shops Repair Shop Equipment Repairing Electrical Appliances Services of a contractor for the repairing and maintaining of electrical appliances. These include washing machines, vacuum cleaners, waffle irons, clocks, electric irons, percolators and electric toasters. The contractor will furnish the spare parts for the foregoing items.  PAC 121-63-431-07                      SCC 96146486		
<u>FISCAL LIMITATION CLAUSE</u>			
Total expenditures made to fulfill the provisions of this procurement demand will be limited to ¥ 32,000. When expenditures made in connection with this			



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.



GPA Form 1  
(4-46)

PROCUREMENT DEMAND  
On Imperial Japanese Government

Page 3 of 3 Pages

Account Code (If Applicable to all Items): See Below Demand No. JFMS 891  
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	demand equal 80% of the sum designated herein, SFB will notify Headquarters Eighth Army, Procurement Section, in accordance with standard existing instructions published in SFB Circular #27.  Procurement Receipts: See attached Receipt instructions. <u>Z</u>		

Contract No. FVAS 0090  
Unit Price Not Applicable  
Yen Limitation -  
¥ 32,000

RS /ko

(Detach Along this Line for Additional Pages)

Suggested Source: Takashimaya Beppu Branch Beppu  
Name Address City Prefecture

Authority for SCAF AG 400.12 (23 Oct 48) GFA, 19 Apr 49  
(Japanese Delivery  (By Air)  (By Water)  (By Rail)  (By Road)  (By Other)) Restricted Item SCAF approved forecast #4 S1563 LI  
Delete One Letter Reference or Signature

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

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

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

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

Remarks and Instructions For QM c/s dtd 27 May 49 (Yen Allocation)  
er QM c/s dtd 21 Apr 49 f/w JMS 715, replaces JMO 4621 effect 1 July 49

(Space for Mil. Govt. Unit Preparing and Forwarding Demand to Another Mil Govt Unit)  
8th Army Procurement Section Typed: JOHN C. COLLINS MAJOR CRD  
Unit /// Mil. Govt. Hq. & Hq. Co. Prefecture /// Rank /// Branch ///

(Space for Mil. Govt. Unit Processing Demand to Japanese)  
8th Army Procurement Section Signed: Edward Holway  
Unit /// Mil. Govt. Hq. & Hq. Fukuoka Branch Prefecture /// Mil. Govt. Officer Rank Branch

Dated: JUL 13 1949 Typed: Edward Holway Major Chemical Corp

(Space for Japanese Only)  
P. D. Received By: C. Washida S.T. 3 Fukuoka JUL 13 1949  
Signature City Prefecture Date

RECEIVING OFFICER

CG: I Corps



RECEIVING 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

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 a complete 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:



## Procurement Receipt Instruction (continued)

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 \_\_\_\_\_

g. The total yen costs of the itemized statement will be entered on the receipt as the grand total cost of the receipt. For each item number on the receipt the contractor will enter the yen cost determined by means of the percentages stated in paragraph 4 d above.

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

5. Contractor 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 representatives will initial all corrections and will sign all nine copies of GPA Form 2.

7. Distribution of the GPA Form 2 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 Circular 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 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 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.



GPA Form  
(4-46)

PROCUREMENT DEMAND  
On Imperial Japanese Government

Page 1 of 3 Pages

Account Code (If Applicable to all Items): See Below Demand No. JFMS 891  
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	<p><u>OPERATIONAL SERVICES</u> Contractor to furnish labor, real estate and equipment listed, to perform services listed, to repair and maintain real estate listed and to repair, maintain and replace equipment listed.</p>		
1.	<p>Furniture Repair Shops Repair Shop Equipment Repairing Furniture Services of a contractor for the repairing and maintaining and re-upholstering of household furniture.</p> <p>PAC 121-63-431-07      SCC 96146286</p>		
2.	<p>Furnishings Repair Shops Repair Shop Equipment Repairing Furnishings Services of a contractor for the repairing and maintaining of furnishings; cut and sew curtains, draperies, carpeting and other furnishings; dry clean, wash and dye curtains, draperies, carpeting and other furnishings. This service includes repair of venetian blinds and shades. Curtains, draperies, soaps, dyes, cleaning solvents.</p>		



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.



GPA Form 1  
(4-46)

PROCUREMENT DEMAND  
On Imperial Japanese Government  
See Below

Page 2 of 3 Pages  
JPNS 891

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
	and similar items, venetian blinds with accessories, curtain rods and drapery rods will be furnished by the Occupation Forces. All other supplies will be furnished by the Contractor and/or the Japanese Government.		
	PAC 121-63-431-07                      SCC 96146386		
3.	Electrical Appliances Repair Shops Repair Shop Equipment Repairing Electrical Appliances Services of a contractor for the repairing and maintaining of electrical appliances. These include washing machines, vacuum cleaners, waffle irons, clocks, electric irons, percolators and electric toasters. The contractor will furnish the spare parts for the foregoing items.		
	PAC 121-63-431-07                      SCC 96146486		
	<p style="text-align: center;"><u>FISCAL LIMITATION CLAUSE</u> Total expenditures made to fulfill the provisions of this procurement demand will be limited to ¥ 32,000. When expenditures made in connection with this</p>		



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           |
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| 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.
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GPA Form 1 (4-46)

PROCUREMENT DEMAND On Imperial Japanese Government

Page 3 of 3 Pages

Account Code (If Applicable to all Items): See Below Demand No. JINS 891 (Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	<p>demand equal 80% of the sum designated herein, SIB will notify Headquarters Eighth Army, Procurement Section, in accordance with standard existing instructions published in SIB Circular #27.</p> <p>Procurement Receipts: See attached Receipt instructions. <i>Z</i></p>		
			<p>Contract No. FVAS 0090 Unit Price Not applicable Yen Limitation ¥ 32,000</p>

RS /ko

(Detach Along this Line for Additional Pages)

Suggested Source: Takashimaya Beppu Branch Beppu

Name Address City Prefecture Authority for SCAP AG 400.12 (23 Oct 48) GEA, 19 Apr 49 (Japanese Delivery) (Occ/Force/Pick/Up) Restricted Item SCAP approved forecast #4 S1563 L Letter Reference or Signature

Delivery Required 1 July 1949 - 31 March 1950 Ship By (Air) (Water) (Rail) (Road) Calendar Date or Period

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

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

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

Remarks and Instructions: For QM c/s dtd 27 May 49 (Yen Allocation) or QM c/s dtd 21 Apr 49 f/w JINS 715, replaces JNO 4621 effect 1 July 49

(Space for Mil. Govt. Unit Preparing and Forwarding Demand to Another Mil. Govt. Unit) 8th Army Procurement Section Unit: 8th Army Procurement Section Prefecture: Tipped: JOHN C. COLLINS M. J. JORDAN

(Space for Mil. Govt. Unit Processing Demand to Japanese) 8th Army Procurement Section Unit: 8th Army Procurement Section Prefecture: Signed: Edward Holway Major Chemical Corps

Dated: JUL 13 1949 Tipped: Edward Holway Major Chemical Corps

(Space for Japanese Only) P. D. Received By: C. Washida S. P. 3 Fukuoka City Prefecture Date: JUL 13 1949

RECEIVING OFFICER

CG: I Corps



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

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 SCS 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 a complete 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:



## Procurement Receipt Instruction (continued)

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 \_\_\_\_\_

g. The total yen costs of the itemized statement will be entered on the receipt as the grand total cost of the receipt. For each item number on the receipt the contractor will enter the yen cost determined by means of the percentages stated in paragraph 4 d above.

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

5. Contractor 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 representatives will initial all corrections and will sign all nine copies of GPA Form 2.

7. Distribution of the GPA Form 2 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 Circular 5 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 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 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.



GPA FORM 2  
(4-46)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Sugata Kazuo Takashimaya Co. Beppu Br.  
Individual Firm

Address: 314 Minamishita Beppu Oita  
Number and Street City Prefecture

Date Received: Month of Oct. 1949 (Partial) Final Receipt  
Or Period Covered Delete One

Account Code (If Applicable to All Items): See below Receipt No. JFNS 891  
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Received	Unit	Quantity	Enter Estimated Relative Value on U.S. Copies Only	
				Unit Value	Total Value
1.	Services of a contractor for the repairing and maintaining and reupholstering of household furniture. PAG 121-63-431-07 SGC 96146286 " NEGATIVE "				
2.	Services of a contractor for the repairing and maintaining of furnishings: cut and sew curtains, draperies, carpeting and other furnishing; dry clean, wash and dye curtains, draperies, carpeting and other furnishings. PAG 121-63-431-07 SGC 96146386 " NEGATIVE "				
3.	Services of a contractor for the repairing and maintaining of electrical appliances. PAG 121-63-431-07 SGC 96146486 " NEGATIVE "				

(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 Army Procurement Section

Fukuoka Br. 8th Army Procurement Section

Mil. Govt. Hd. & Hd. Co. Prefecture

Mil. Govt. Hd. & Hd. Co. Prefecture

(Mil. Govt. Unit which Prepared Demand)

(Mil. Govt. Unit which Processed Demand)

(Space for Receiving Agency Only)

Authority for Restricted Item: SCA P AG 400.12 (25 Oct 48) OPA 19 Apr 49  
SCAP approved forecast #4 S1553 11 (Japanese Delivery) (Occ. Force Pick Up)  
Letter Reference or Signature Delete One

Taken up on Property Records of: Oita Civil Affairs Team HAROLD K. KING 1st Lt. Inf.  
Organization Accountable Officer Asst. Adjutant, OGAT.

Remarks:

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

By: H A ROLD K. KING 1st Lt. Inf. Asst. Adjutant, OGAT  
Receiving Officer Organization Date

By: Goro Ridere B. BEPPU JOB  
Japanese Representative Agency Date

SITE SUPERVISOR TEAM.



## 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.



REPAIR OF FURNITURE WORK ORDER REQUEST

1. Serial No. 1

2. Date 10 Aug. 1949

TO: Takashimaya Co. Br.

Oita Civil Affairs Team

FROM (Organization)

Post-Supply Officer-Camp Chickamauga

THE FOLLOWING SERVICES ARE REQUESTED:

- 1. Roller shades 15 windows 18 pieces

//////////Last item//////////

*Albert E. Wakefield*  
 ALBERT E. WAKEFIELD LT. ADJUTANT, GS  
 Oita Civil Affairs Team

(Signature of Officer in charge)

*Samant*  
 ESTIMATE

(Includes only those elements of cost defined in Pars. 12 & 17,)

TM 5-602

LABOR

MATERIALS

EQUIPMENT

TOTAL

ESTIMATED DATE OF COMPLETION

REMARKS

*Work has been completed at which I miss Recreation room.*



GPA FORM 2  
(4-46)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Sugata Kazuo Individual Takashimaya Co. Beppu Br. Firm  
 Address: 314 Minamishita Number and Street Beppu City Oita Prefecture  
 Date Received: Month of Sept. 1949 Or Period Covered (Partial)  (Final) Receipt  
 Account Code (If Applicable to All Items): See below Receipt No. JPNS 891  
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Received	Unit	Quantity	Enter Estimated Relative Value on U.S. Copies Only	
				Unit Value	Total Value
1.	Services of a contractor for the repairing and maintaining and reupholstering of household furniture. PAC 121-63-431-07 SCC 96146286 " NEGATIVE "				
2.	Services of a contractor for the repairing and maintaining of furnishing: PAC 121-63-431-07 SCC 96146386 <u>W/O No. Date of Issue Date of completion</u> <u>1 10 Aug. 1949 3 Sept. 1949</u>				¥3,535.06
3.	Services of a contractor for the repairing and maintaining of electrical appliances. PAC 121-63-431-07 SCC 96146486 " NEGATIVE "				

(Detach Along this Line for Additional Pages)

(Space of Mil. Govt. Unit Only)

Grand Total ¥3,535.06

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** **Fukuoka Br. 8th Army Procurement Section**  
 Unit ////// Prefecture ////// Unit ////// Prefecture Section  
(Mil. Govt. Unit which Prepared Demand) (Mil. Govt. Unit which Processed Demand)

(Space for Receiving Agency Only)

Authority for SCAP AG 400.12(23 Oct. '48) GPA 19 Apr. '49  
 Restricted Item: SCAP Approved forecast #4 81563 Japanese Delivery (Occ/Force/Pick/Up)  
Letter Reference or Signature Delete One

Taken up on Property Records of: Oita Civil Affairs Team ALBERT E. WAKEFIELD Lt. Adjutant  
Organization Accountable Officer Rank Date

Remarks: \_\_\_\_\_

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

By: Albert E. Wakefield Receiving Officer Albert E. Wakefield Lt. Adjutant Organization Date

By: Goro Kidera Japanese Representative Goro Kidera Agency BEPPU JOB SITE SUPERVISOR TEAM Date



## 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.



LIST OF WORK ORDER BY EXPENSE  
FOR THE MONTH OF SEPT. 1949 ON P.D. JPNS -891

<u>W/O No.</u>	<u>Labor, materials &amp; equipment, furnished by the contractor</u>	<u>Over head</u>	<u>Tax</u>	<u>Grand total</u>
1	2,800.06	700.00	35.00	3,535.06



Repair of Furniture Work Order Request

- 1. Serial No. 1
- 2. Date 10 Aug. '49

To : Takashimaya Co. Beppu Br.  
 From: Post Supply Officer, Camp Chickamauga.

The Following Services Are Requested:

- 1. Roller shades                      15 windows    18 pieces

//////////Last Item//////////

ALBERT E. WAKEFIELD LT. ADJUTANT,  
 Oita Civil Affairs Team.

(Signature of officer in charge)

Estimate

Remarks

(Includes only those elements of cost defined in Pars. 12 and 17, TM 5-602)

Labor

Materials

Equipment

Total

Estimated Date of Completion



BILL OF MATERIALS ON JPMS-891

Work Order No. 1  
Date 10 Aug. 1949

1. Name of contractor: Takashimaya Co. Beppu Br.
- Address: 314 Minamishita, Beppu City, Oita Pref.
2. Service Done: Repair of furniture, furnishing and appliances.
3. Location of work: Oita Civil Affair Team.
4. Requesting Officer: Adjutant, Oita Civil Affair Team.
5. Date of completion: Month of September, 1949.
6. Furnished by the Japanese Contractor:

A. Labor by craft, manhrs and yen cost:

Type	Unit	Quantity	Unit price	Amount
Sewing worker	m/h	31.3	38.75	1,212.87
Fitter	"	21.6	38.81	838.29
Labour	"	3	23.72	71.16
				<u>¥2,122.32</u>

B. Materials by type, quantity and yen cost:

Thread, cotton	ft	985.	.04	39.40
Metal screw 25mm	ea	72.	.22	15.84
	ea	pc.	126	<u>¥55.24</u>

C. Equipment by type, hrs and yen cost:

Motor-truck baby	hrs	6.	103.75	622.50
------------------	-----	----	--------	--------

7. Furnished by the Japanese Government:

- A. Labor by craft, manhrs and yen cost: None
- B. Materials by type, quantity and yen cost: None
- C. Equipment by type, hrs and yen cost: None

8. Furnished by the Occupation Forces:

A. Labor by craft, manhrs and yen cost: None				
B. Materials by type, quantity and yen cost:				
Roller shade 48"	sqft	527.5	21.77	11,483.67
Roller 48"	ea	18	80.00	1,440.00
Bracket for roller shade	set	18	18.00	324.00
				<u>13,247.67</u>

C. Equipment by type, hrs and yen cost: None



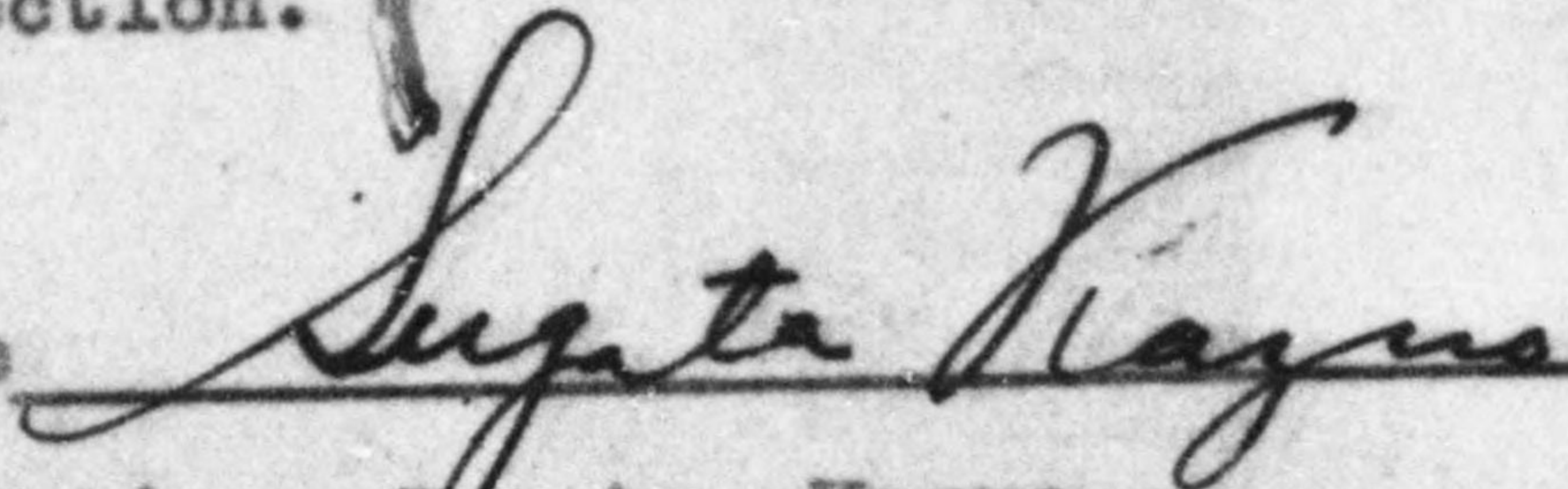
PARTICULAR OF OVERHEAD FOR THE MONTH OF  
SEPT. 1949 ON JPNS 891

1. Main office overhead:	240.00
2. Office & field supplies:	170.00
3. Equipment & tools:	150.00
4. Profit:	140.00
	.....
	700.00



"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 hhe 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)

Sugata Kazuo

Title

Manager

Organization

Takashimaya Co. Beppu Br.

Date Signed



GPA FORM 2  
(4-46)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Sugata Kazuo Takashimaya Co. Beppu Br.  
Individual Firm  
 Address: 314 Minamishita Beppu Oita  
Number and Street City Prefecture  
 Date Received: Month of August 1949 (Partial) (Final) Receipt  
Or Period Covered Delete One  
 Account Code (If Applicable to All Items): See below Receipt No. JPNS 891  
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Received	Unit	Quantity	Enter Estimated Relative Value on U.S. Copies Only	
				Unit Value	Total Value
1.	Services of a contractor for the repairing and maintaining and reupholstering of household furniture. PAC 121-63-431-07 SCC 96146286 "NEGATIVE"				
2.	Services of a contractor for the repairing and maintaining of furnishings; cut and sew curtains, draperies, carpeting and other furnishings; dry clean, wash and dye curtains, draperies, carpeting and other furnishings. PAC 121-63-431-07 SCC 96146386 "NEGATIVE"				
3.	Services of a contractor for the repairing and maintaining of electrical appliances. PAC 121-63-431-07 SCC 96146486 "NEGATIVE"				

(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 Army Procurement Section Fukuoka Br. 8th Army procurement  
Mil. Govt. Hq. & Hq. Co. Section  
 Unit \_\_\_\_\_ Prefecture \_\_\_\_\_ Unit \_\_\_\_\_ Prefecture \_\_\_\_\_  
(Mil. Govt. Unit which Prepared Demand) (Mil. Govt. Unit which Processed Demand)

(Space for Receiving Agency Only)

Authority for SCAP AG 400.12 (23 Oct 48) GPA 19 Apr 4  
 Restricted Item SCAP Approved for ecast #4 S1563 (Japanese Delivery) (Del./Force/Pack/Up)  
Letter Reference or Signature Delete One

Taken up on Property Records of: Oita Civil Affairs By: Albert E. Wakefield, Lt Adjutant  
Organization Accountable Officer Rank Date O.C.A.T.

Remarks:

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

*Albert E. Wakefield* Lt Adjutant

By: \_\_\_\_\_ Receiving Officer \_\_\_\_\_ Organization \_\_\_\_\_ Date \_\_\_\_\_  
*Ogoro Kidera* Japanese Representative \_\_\_\_\_ Agency \_\_\_\_\_ Date \_\_\_\_\_  
 CHIEF OF S.P.B. BEPPU JOB  
 SITE SUPERVISOR TEAM



## 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.
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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.
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  - 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:
 

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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.



GPA FORM 2  
(4-48)

PROCUREMENT RECEIPT

Page 1 of 1 Pages

Received From: Sugata Kazuo Takashimaya Co. Beppu Br.  
Individual Firm  
 Address: 314 Minamishita Beppu Oita  
Number and Street City Prefecture  
 Date Received: Month of July 1949 (Partial) (Final) Receipt  
Or Period Covered Delete One  
 Account Code (If Applicable to All Items): See below Receipt No. JPNS 891-01  
(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
1.	Services of a contractor for the repairing and maintaining and re-upholstering of household furniture. PAC 121-63-431-07 SCC 96146286 "NEGATIVE"				
2.	Services of a contractor for the repairing and maintaining of furnishings; cut and curtains, draperies, carpeting and other furnishings; dry cleaning, wash and dye curtains, draperies, carpeting and other furnishings. PAC 121-63-431-07 SCC 96146386 "NEGATIVE"				
3.	Services of contractor for the repairing and maintaining of electrical appliances. PAC 121-63-431-07 SCC 96146486 "NEGATIVE"				

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

(Space for Receiving Agency Only)

Authority for SCAP AG 400.12 (23 Oct 48) GPA, 19 Apr 4  
 Restricted Item: SCAP approved forecast #4 S1563 L1 (Japanese Delivery) (Oct. Force Pick Up)  
Letter Reference or Signature Delete One

Taken up on Oita Civil Affairs Team Lt Albert E. Wakefield, Adjutant  
 Property Records of: \_\_\_\_\_ By: \_\_\_\_\_  
Organization Accountable Officer Rank Date

Remarks:

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

By: Albert E. Wakefield Lt Albert E. Wakefield, Adjutant 6 August 1949  
Receiving Officer Organization Date

By: Goro Kidera CHIEF OF OITA SUB OFFICE 6 August 1949  
S.P.B. FUKUOKA BRANCH  
Japanese Representative Agency Date



## 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 member 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.