

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

Description of contents

- (1) Box no. **3141**
- (2) Folder title/number: **(8)**
Procurement Demand JPNS 195

(3) Date: **?**

(4) Subject:

Classification	Type of record
9035.4	i

(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 2 Pages

Account Code (If Applicable to all Items) See Below Demand No. JPNS 195-03
(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
	<p>Cancel amendments JPNS 195-01, JPNS 195-02 and amend JPNS 195 in its entirety as follows:</p>		
1.	<p>Hotel room rates (Transient Hotels) estimated requirement 723 room nights. All operating Japanese hotels in Oita Prefecture.</p>	<p>per room night.</p>	
	<p>PAC 121-18-702-07</p>		
	<p>It will be the responsibility of both the receiving officer and the contractor to maintain complete and accurate cost records of each work order accomplished under this procurement demand. The receiving officer and the contractor will further be responsible to assure that the total cost of work orders against this procurement demand, including taxes, will not exceed the yen limitation authorized for this service, and appearing in the Fiscal Limitation Clause on this demand.</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
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 2 Pages
JENS 195-03

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 align="center"><u>FISCAL LIMITATION CLAUSE</u></p> <p>Total expenditures made to fulfill the provisions of this demand will be limited to <u>¥360,000.</u> When expenditures made in connection with this demand equal 80% of the sum designated herein, SFB will notify Hq 8th Army, Procurement Section, in accordance with standard existing instructions published in Circular #27.</p> <p align="center"><u>PROCUREMENT RECEIPTS.</u> See attached Receipt instructions</p>		

(Detach Along this Line for Additional Pages)

Suggested Source: Oita Prefectural Government Oita

Name Address SCAP AG 460.12 (23 Oct 1949) GPA dtd 7 March 19

(Japanese Delivery) (Occ Force Pick Up) Authority for Restricted Item: _____
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: Chief Oita Civil Affairs Team Oita
Name of Receiving Officer Organization Location Prefecture Phone

Requested By: Chief Oita Civil Affairs Team Oita
Name of Requesting Officer Organization Location Prefecture Phone

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

Remarks and Instructions: Per QM c/s dtd 11 Oct. 1949 f/w JPUS 170 (c/s #878982)
Per QM c/s dtd 21 September 1949 f/w JPUS 170 (c/s #1739)
Per QM c/s dtd 14 Oct. 1949 f/w JPUS 170 (c/s #896088)

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

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

8th Army Procurement Section (Space for Mil. Govt. Unit Processing Demand to Japanese)
Japan

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

Dated: 3 October 1949 Typed: _____
JOHN C. COLLINS MAJOR ORD

T. Hirahara S.B. (Space for Japanese Only)

P. D. Received By: _____ OCT. 28 1949
Signature City Prefecture Date

Fukuoka Branch

RECEIVING OFFICER CG 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

TYPE Y

Page 1 of 2 pages

Transient Hotel Service

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. Monthly the contractor will present all documents in his possession to the SFB liaison representative at the local prefectural office.

5. The SPB liaison representative will 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) when used, 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, assigned by the SPB liaison representative 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) 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 SPB liaison representative 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 will submit them and attached Transient Hotel Service Receipts to the receiving officer indicated on the procurement demand for review and signature. The receiving officer and SPB representative will make corrections in 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 SPB liaison 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:

Procurement Receipt Instruction (Cont'd)
(Transient Hotel Service)

TYPE Y

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 by the receiving officer as follows:
- a. One copy to commander who issued the competent orders.
 - b. One copy, when the GPA Form 2, to the commander within whose area the service was furnished for screening.
 - c. Retain one copy for file.

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. JPNS 195-03

(Read Instructions on Back of this Form)

Item No.	Specific Description of Items Desired	Unit	Quantity
1.	<p>Cancel amendments JPNS 195-01, JPNS 195-02 and amend JPNS 195 in its entirety as follows:</p> <p>Hotel room rates (Transient Hotels) estimated requirement 723 room nights. All operating Japanese hotels in Oita Prefecture.</p> <p>PAC 121-18-703-07</p> <p>It will be the responsibility of both the receiving officer and the contractor to maintain complete and accurate cost records of each work order accomplished under this procurement demand. The receiving officer and the contractor will further be responsible to assure that the total cost of work orders against this procurement demand, including taxes, will not exceed the yen limitation authorized for this service, and appearing in the Fiscal Limitation Clause on this demand.</p>	per room night.	

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 2 Pages

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

JFNS 195-03

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 demand will be limited to <u>¥360,000.</u> When expenditures made in connection with this demand equal 80% of the sum designated herein, SFB will notify Hq 8th Army, Procurement Section, in accordance with standard existing instructions published in Circular #27.</p> <p align="center"><u>PROCUREMENT RECEIPTS.</u></p> <p>See attached Receipt instructions</p>		

EM

(Detach Along this Line for Additional Pages)

Suggested Source: Oita Prefectural Government Oita

Name: _____ Address: SCAP AG 400.12 (23 Oct 48) Oita City Prefecture
 Authority for (Japanese Delivery) (Occ/Force/Pick Up/Restricted Item): _____ GPA dtd 7 March 19
 Delete One Letter Reference or Signature

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

Deliver To: Chief Oita Civil Affairs Team Oita
 Name of Receiving Officer Organization Location Prefecture Phone

Requested By: Chief Oita Civil Affairs Team Oita
 Name of Requesting Officer Organization Location Prefecture Phone

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

Remarks and Instructions: Per QM c/s dtd 11 Oct. 1949 f/w JPNS 170 (c/s #278982)
Per QM c/s dtd 21 September 1949 f/w JPNS 170 (c/s #1739)
Per QM c/s dtd 14 Oct. 1949 f/w JPNS 170 (c/s #206088)

(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

8th Army Procurement Section (Space for Mil. Govt. Unit Processing Demand to Japanese)
 Japan
 Unit: Mil. Govt. Hq. & Hq. Co. Prefecture: _____ Signed: John C. Collins Branch: _____
 Mil. Govt. Officer Rank Branch

Dated: 3 October 1949 Typed: JOHN C. COLLINS MAJOR ORD

(Space for Japanese Only)
 P. D. Received By: J Hirahara S.F.B. OCT. 29. 1949
 Signature City Prefecture Date

Fukuoka Branch

RECEIVING OFFICER CG 1 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

TYPE Y

Page 1 of 2 pages

Transient Hotel Service

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. Monthly the contractor will present all documents in his possession to the SPB liaison representative at the local prefectural office.
5. The SPB liaison representative will 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) when used, 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, assigned by the SPB liaison representative 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) 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 SPB liaison representative 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 will submit them and attached Transient Hotel Service Receipts to the receiving officer indicated on the procurement demand for review and signature. The receiving officer and SPB representative will make corrections in 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 SPB liaison 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:

Procurement Receipt Instruction (Cont'd)
(Transient Hotel Service)

TYPE Y

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 by the receiving officer as follows:
- a. One copy to commander who issued the competent orders.
 - b. One copy, when the GPA Form 2, to the commander within whose area the service was furnished for screening.
 - c. Retain one copy for file.

GPA Form 1
(4-48)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 2 Pages

JFNS 195

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

(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 services listed.		
1.	Hotel Room Rates (Transient Hotels) Estimated requirement, 720 room nights per month. All operating Japanese hotels in Oita Prefecture.	per room	night
	PAC 104-00-401-02 (Army)	SCC 96-9-211-86	room night
	PAC 204-00-401-02 (A/F)	SCC 96-9-211-86	room night
	IAC 304-00-401-02 (Navy)	SCC 96-9-211-86	room night
	PAC 604-00-401-02 (BCOF)	SCC 96-9-211-86	room night
	PAC 804-00-401-02 (GHQ)	SCC 96-9-211-86	room night
	<u>FISCAL LIMITATION CLAUSE</u>		
	Total expenditures made to fulfill the provisions of this demand will be limited to ¥ 297,000.00.		

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 of Pages JFNS 195

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

Table with 4 columns: Item No., Specific Description of Items Desired, Unit, Quantity. Contains text about expenditures and procurement receipt instructions.

(Detach Along this Line for Additional Pages)

Suggested Source: Oita Prefectural Govt. Special Procurement Board, Fukuoka Branch Fukuoka

Authority for (Japanese Delivery) (Occ Force Pick Up) Restricted Item: SCAP approved forecast #4 S 2159 LI 30

Delivery Required: 1 June 1949-31 March 1950 Letter Reference or Signature Ship By: (Air) (Water) (Rail) (Road) Oita Delete Three

Deliver To: Commanding Officer Military Government Team Oita

Requested By: Name of Requesting Officer Organization Location Prefecture Phone

Approved By: The G-4 G-4 8th Army Kanagawa

Remarks and Instructions: MG c/s, dtd 15 May 49 replaces JIN033 f/w JINS 170

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

8th Army Procurement Section Mil. Govt. Hq. & Hq. Co. Typed: J. C. Collins

Eighth Army Procurement Section (Space for Mil. Govt. Unit Processing Demand to Japanese) Fukuoka Br. Signed: Edward Holway

Dated: MAY 6 1949 Typed: Edward Holway Major Chemical Corps

P. D. Received By: S. P. B. Fukuoka MAY 6 1949 RECEIVING OFFICER

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:

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.

GPA Form 1
(4-66)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 2 Pages

Account Code (If Applicable to all Items): See below Demand No. JFNS 195
(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 services listed.		
1.	Hotel Room Rates (Transient Hotels) Estimated requirement 720 room nights per month. All operating Japanese hotels in Oita Prefecture.	per room night	
	PAC 104-00-401-02 (Army)	SCC 96-9-211-86	room night
	PAC 204-00-401-02 (A/F)	SCC 96-9-211-86	room night
	IAC 304-00-401-02 (Navy)	SCC 96-9-211-86	room night
	PAC 604-00-401-02 (BCOF)	SCC 96-9-211-86	room night
	IAC 804-00-401-02 (GHQ)	SCC 96-9-211-86	room night
	<u>FISCAL LIMITATION CLAUSE</u>		
	Total expenditures made to fulfill the provisions of this demand will be limited to ¥ 297,000.00.		

CORRECTION

**THIS DOCUMENT
HAS BEEN REPHOTOGRAPHED
TO ASSURE LEGIBILITY**

GPA Form 1
(A-20)

PROCUREMENT DEMAND
On Imperial Japanese Government

Page 1 of 2 Pages

Account Code (If Applicable to all Items): See below Demand No. JPNS 195
(Read Instructions on Back of this Form)

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	PAC 604-00-401-02 (BCOF) SCC 96-9-211-86	room night	
	PAC 804-00-401-02 (GHQ) SCC 96-9-211-86	room night	
	<u>FISCAL LIMITATION CLAUSE</u>		
	Total expenditures made to fulfill the provisions of this demand will be limited to ¥ 297,000.00.		

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

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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:

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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.
 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
(4-48)

PROCUREMENT DEMAND
On Imperial Japanese Government
See below

Page 2 of 2 Pages

JFNS 195

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
	When expenditures made in connection with this demand equal 80% of the sum designated herein, SPB will notify Hq 8th Army, Procurement Section, in accordance with standard existing instructions published in SPB Circular #27.		
	<u>PROCUREMENT RECEIPT</u> See attached Receipt Instructions.		

(Detach Along this Line for Additional Pages)

Suggested Source:

Name Address City Prefecture

Authority for SCAP approved forecast #4 S 2159 LI 30

(Japanese Delivery) ~~Do Not Pick Up~~ Restricted Item: _____ Letter Reference or Signature _____

Delete One
1 June 1949-31 March 1950

Delivery Required: _____ Ship By: (Air) (Water) (Rail) (Road) Delete Three

Deliver To: _____ Calendar Date or Period
Commanding Officer Military Government Team Oita

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

Approved By: _____ Name of Requesting Officer Organization Location Prefecture Phone

The G-4 G-4 8th Army Kanagawa
Name of Approving Officer Staff Section Headquarters Prefecture Phone

Remarks and Instructions: MG c/s, dtd 15 May 49 replaces JIN033 f/w JINS 170

(Space for Mil. Govt. Unit Preparing and Forwarding Demand to Another Mil Govt. Unit)
8th Army Procurement Section
Unit: _____ Prefecture: _____ Typed: JOHN C. COLLINS, MAJOR COR

(Space for Mil. Govt. Unit Processing Demand to Japanese)
Eighth Army Procurement Section
Unit: _____ Prefecture: Fukuoka Br. Signed: _____ Mil. Govt. Officer Rank Branch

Dated: _____ Typed: _____

(Space for Japanese Only)

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

CG, I Corps,

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Page 1 of 2 pages

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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:

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.

