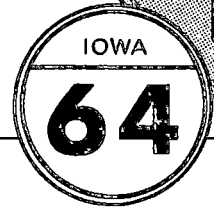
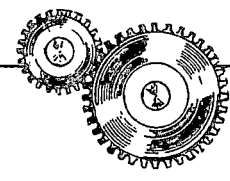
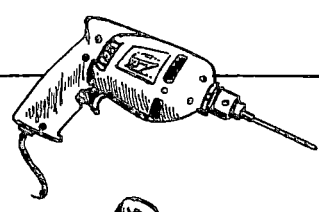
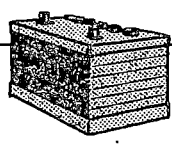
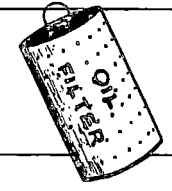
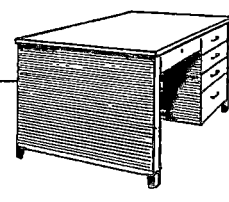
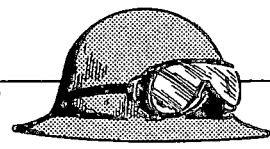
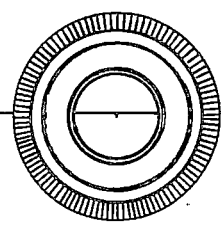


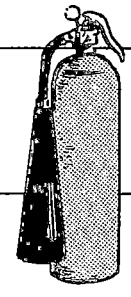
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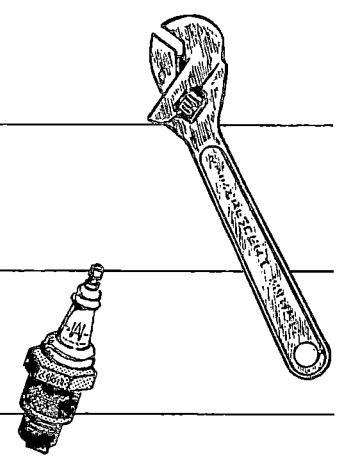
IOWA STATE HIGHWAY COMMISSION
LIBRARY



CENTRAL STORES



INVENTORY



Program for the
Property and Equipment Department
by the Computing Center
Iowa State Highway Commission

17-H53DP
5:C333



Iowa State Highway Commission

L. M. CLAUSON — CHIEF ENGINEER



R. M. TUTTON — DEPUTY CHIEF ENGINEER

AMES, IOWA 50011

October, 1963

REFER TO

7-2

Mr. L. M. Clauson
Chief Engineer
Iowa State Highway Commission
Ames, Iowa

Dear Mr. Clauson:

Presented herewith is a copy of the program, "Central Stores Inventory". This program has been prepared for use in our central supplies warehouse and our office supplies storeroom.

We wish to express our thanks to the Property and Equipment Department who assisted in the development of this program.

This writeup will be made available to other state highway departments who express an interest in this system. Program listings and card decks will be sent upon request.

Very truly yours,

James S. Hoffman
Electronic Computing Engineer

JSH/ng

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17-H53DP
5: C 333

CENTRAL STORES INVENTORY

Employing The

IBM 1410
Magnetic Tape
Computer System

Developed For

PROPERTY AND EQUIPMENT
DEPARTMENT

By

James S. Hoffman

Data Processing Dept.

COMPUTING CENTER
IOWA STATE HIGHWAY COMMISSION
Ames, Iowa

October, 1963

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THE IOWA STATE HIGHWAY COMMISSION

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INTRODUCTION

The Property and Equipment Department has a central supply of automotive parts, tools, and maintenance supplies. This central supply is used to supply the repair shop and also to supply parts to the various field garages and all departments of the Commission. The old procedure involved keeping track manually of all of the parts, which involved some 22,000 items. All records, billings, and re-order points were kept manually. Many times the re-order points were located by reaching into a bin and finding nothing there. Desiring to improve this situation, an inventory control system was established for use on the computer. A complete record of the supplies that are stored in the central warehouse was prepared and this information was used to make a catalog. Each time an item is issued or received, it is processed through the inventory program. When the re-order point is reached, a notice is given to reorder. The procedure for taking inventory has also been improved. A voucher invoice is now prepared by the computer for all issues to departments. These are some of the many benefits that have been derived from this system.

After about 16 months of operation, the office supplies storeroom was added to this system. A system was in operation on the computer for the office supplies inventory, but it was changed to take advantage of the additional features included in this system.

GENERAL PROCEDURE

The programs are divided into four categories: Those that are run daily; weekly; monthly; and those that are run on call.

Each day after the requisition and back order cards have been punched, a program is run to prepare the back orders for the current day's business. These back orders are prepared on 8 1/2 by 3 2/3 paper using the same four colors that are used in the requisition. The description and size are obtained from the serial number tape and the mailing address is obtained from a table.

The business for the week is closed out on Friday afternoon, and the final punching is completed Friday night. All of the business for the previous week is then placed on magnetic tape by means of utility program. This data is then sorted into part number order. The data is then read into the serial number program along with the current serial number tape. This program is used to find the Highway Commission serial number for the appropriate manufacturer's part numbers. The records are then prepared on an output tape, having the serial number as well as the information from the input tape. If any of the input data is in error so that it cannot be processed, an error list is made which is called Error List 1. During this program the serial number tape is updated. The Transaction-A tape is then sorted into serial number order for processing. This sorted tape, along with the current master tape, is used as input to the master program. This program sets up new items, makes corrections to existing items, records items on order, items received, items priced, processes credit memos, requisitions and back orders. Any items that are impossible to process are printed on Error List 2.

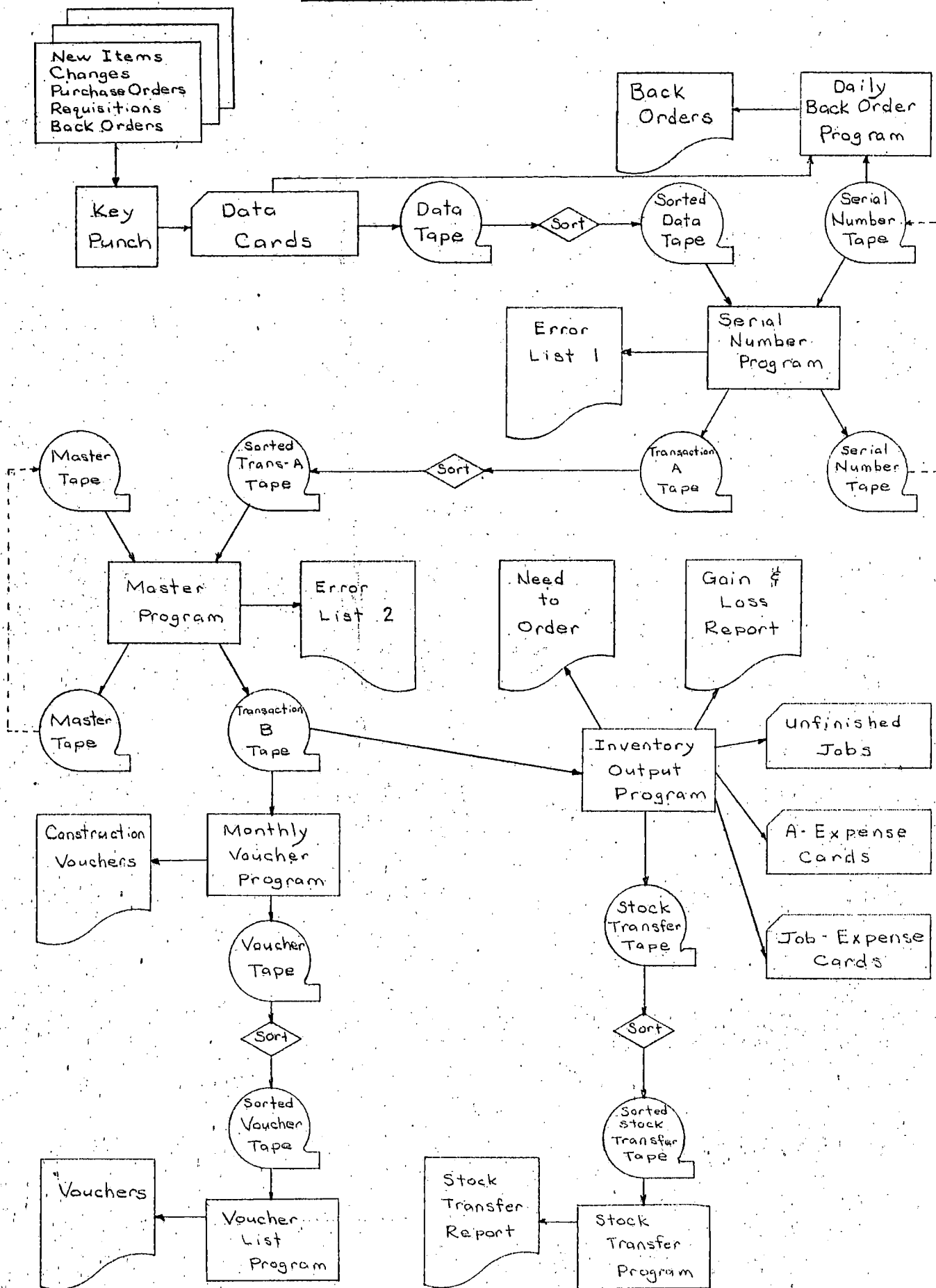
During this program the master tape is updated, and an output tape, called Transaction-B is prepared. The Transaction-B tape is processed in the inventory output program. This program lists the need-to-order list and gain and loss report, punches cards for A-expense, job expense and unfinished jobs and prepares a tape for the stock transfer report. This tape for the stock transfer report is sorted by location and the stock transfer report is then prepared on two-part paper. The master tape is listed on the price listing program. This provides a list for reference which is revised weekly. Finally the Transaction-B tape is processed through a history tape program which removes items that were received, returned by credit memo and issued, and records these on the history tape along with previous transactions for the current fiscal year.

At the end of each month, the Transaction-B tapes are processed and each record removed and placed on the voucher tape that is needed to prepare vouchers. During this process any vouchers that

apply to construction projects are written directly. This voucher tape is then sorted by requisition number and location. The vouchers are then prepared and the class cards for Property and Equipment punched, and the maintenance object and class cards are punched.

Whenever it is desired, a complete status list of the inventory can be run. A program is available that will selectively list any particular items or the complete inventory. This listing gives all information about the particular item. In addition, it gives total value by manufacturer and total value for all of the stock. It is intended that this list be run at the end of the year in order to compute the total value of the inventory. When it is desired to take physical inventory, a stock status list is ordered on two-part paper. One part of the paper is cut off so that the quantity does not appear and the quantities are noted by the persons taking inventory. These sheets are then placed together and a comparison can be made. The actual values are keypunched and compared against the master tape. Any differences are reported on a gain and loss report, and the master tape is corrected. Whenever it is needed, a report can be made that lists all of the transactions for a particular part. This list will include items received, items returned and items issued in the order in which they occur. A program is available which is used annually in order to move the quantity issued since July 1st into quantity issued last year and zero the quantity issued since July 1st. Whenever it is needed, the master tape can be used to prepare a catalog. A catalog can be prepared on paper or on Multilith masters.

GENERAL PROCEDURE



SAMPLE LISTINGS

1.	Back Order (four-part, white, green, yellow, blue)	6
2.	Error List #1.	7
3.	Error List #2.	8
4.	Need to Order.	9
5.	Gain and Loss Report	10
6.	Stock Transfer Report (two-part)	11
7.	Voucher (five-part, salmon).	12
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10.	Status List.	15
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BACK ORDER SLIP

LA VERNE WERHAN DECORAH WINNESHIEK

MFG CODE 002 SERIAL 570900 MFG PART NO 570900

DESCRIPTION BOLT HOOK FOR SADDLE TANK SIDE MOUNTS. SIZE 400

DATE OF BACK ORDER 08-30-63 DATE SHIPPED - - REQN NO 081060

SHIP TO 0 24 96 1 PROJECT NO COUNTY

QUANTITY ORDERED 00002 QUANTITY SHIPPED QTY BACK ORDERED 00002

CHARGE TO CLASSIFICATION A09321 MAINT SEC UNIT CANCEL

101

07360G92410	031751	00000000010	5035535	117-210000	18
09619G92410	92420	0000100001	2024F2544	A05016	18
09171ORING			2026B6254		1
091710	000000112		2026B6254		2
03734E92410	061521	0000600006	293AZ3306H	STOCK	18
06056C92410	052631	0000200002	293Z9091	STOCK	18
01717E92410	012421	0000600006	293Z9092	STOCK	18
10547G92410	92420	0000100001	355C1TF12175B	A09334	18
04521E92410	013141	0000100001	368CONNA416A	A06585	28
02330C92410	052901	0000100001	38016A667MC833	A05877	28
060050SEAL			3808A5N2		1
060050	000000112		3808A5N2		2
06056C92410	052631	0000600006	529458971R91	STOCK	18
09699G92410	022411	0000100001	529465176R2	A10142	18
04544F92410	062825	0000000001	7151E-1176	A06121	18
03301G92410	92420	0000100001	734IU-19	J07461	18
08014G92410	053261	0000100001	848026000	A06948	18
08014G92410	053261	0000200002	848036000	A09026	18
08014G92410	053261	0000200002	848036000	A06948	18
07371G92410	031977	0000000001	8481389	A09417	18
07371G92410	031977	0000000001	8481390	A09417	18
07371G92410	031977	0000000001	8481391	A09417	18
07371G92410	031977	0000000001	8481392	A09417	18
D			91430025-89-2	09	4
08732G92410	011775	0000100001	984VE4	323-180000	18
08725G92410	011851	0000100001	98410595	323-160000	18

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D0358392410	09036381800	00001368000100	0003465	36	OLD	NEW 0003465	ERROR 7
D0343092410	08276324900	00008380060050		16			ERROR 3
D0360292410	09036302800	00001413150400	0000035	36	OLD	NEW 0000035	ERROR 7
413	150500 3752487	BUSHING		1	.35		ITEM DROPPE
446	009000 A219D209	PUMP		0	23.98		ITEM DROPPE
D0318892410	08196311600	00002521061900	0001144	36	OLD	NEW 0000572	ERROR 7
07372692410	031976	0005000050529M2041	STOCK	18			ERROR 6
D0276292410	08066353900	00482529029500	0008194	36	OLD	0000010 NEW 0000017	ERROR 7
D0297992410	08136353900	00001529218300	0001250	36	OLD	NEW 0001250	ERROR 7
D0215792410	07166353900	00010529223030	0001460	36	OLD	NEW 0000146	ERROR 7
D0297992410	08136353900	00001529240500	0000926	36	OLD	0000789 NEW 0000926	ERROR 7
D0318892410	08196311600	00001529259700	0002426	36	OLD	NEW 0002426	ERROR 7
D0318892410	08196311600	00006529265500	0000936	36	OLD	0000130 NEW 0000156	ERROR 7
D03188		529362380R91	10	4			ERROR 4
D0318892410	08196311600	00002529278021	0003450	36	OLD	NEW 0001725	ERROR 7
D0330292410	08216311600	00001529295500	0001469	36	OLD	0001290 NEW 0001469	ERROR 7
D0318992410	08216339600	00002533186576	0000174	36	OLD	NEW 0000087	ERROR 7
D0318992410	08216339600	00005533186577	0000384	36	OLD	0000087 NEW 0000077	ERROR 7
D0262592410	07316375300	00002761007000	0000072	36	OLD	0000030 NEW 0000036	ERROR 7
D0346392410	08276318800	00002804001600	0002158	36	OLD	NEW 0001079	ERROR 7
D0290292410	08126331700	00001810235005		26			ERROR 3
D0290292410	08126331700	00001810235006		26			ERROR 3
D0358192410	09036364100	00001831038500	0000238	36	OLD	0000188 NEW 0000238	ERROR 7
D0358192410	09036364100	00001901223970	0000051	36	OLD	NEW 0000051	ERROR 7
D0280392410	08066377800	00001905026500	0008045	36	OLD	0010705 NEW 0008045	ERROR 7
D0223792410	07186378300	00004914000400	0000032	36	OLD	NEW 0000008	ERROR 7
D0223792410	07186378300	00001914000520	0000717	36	OLD	NEW 0000717	ERROR 7
D0329992410	08216378300	00002914002000	0000650	36	OLD	0000434 NEW 0000325	ERROR 7
D0329992410	08216378300	00001914002500	0000235	36	OLD	0000000 NEW 0000235	ERROR 7
D0223792410	07186378300	00002914002530	0000072	36	OLD	NEW 0000036	ERROR 7
D0223792410	07186378300	00002914003000	0000132	36	OLD	0000055 NEW 0000066	ERROR 7
D0330692410	08226375300	00004976010500	0001280	36	OLD	0000249 NEW 0000320	ERROR 7
D0330692410	08226375300	00010976012500	0000263	36	OLD	0000021 NEW 0000027	ERROR 7

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NEED TO ORDER

MFG SERIAL PART	SIZE	DESCRIPTION	N ON HAND	ISSUED	PR QTY	U PRICE	L U PRICE
LOCAT 0 43 61 1	REQ 06508F	08-23-63	BACK ORDER	2			
	PO C04538		VENDDR	06200			
	PO C09485		VENDDR	70400			
002 618500 618500	3/8X8	BOLT MACHINE GALVANIZED SIGN PER 50	5		5	5.24	5.24
SINCE JULY	156 LAST YR	36 LAST RECD 11-16-92	LAST ISSUED 08-30-63				
BIN		MINIMUM 00000 01-12				TOT VALUE	26.20
		PO C09485 DATE 04-02-63	ON ORDER	1			
		PO C09485	RECD - NOT PRICED	35			
LOCAT 0 24 03 1	REQ 07948D	08-23-63	BACK ORDER	6			
LOCAT 0 42 73 1	REQ 08224G	08-30-63	BACK ORDER	1			
LOCAT 0 43 20 1	REQ 06517F	08-30-63	BACK ORDER	2			
LOCAT 0 63 22 1	REQ 00685F	08-30-63	BACK ORDER	4			
	PO C04538		VENDDR	06200			
	PO C09485		VENDDR	70400			
002 618700 618700	3/8X9	BOLT MACHINE GALVANIZED SIGN PER 25	1		1	2.80	2.80
SINCE JULY	21 LAST YR	343 LAST RECD 07-09-62	LAST ISSUED 08-30-63				
BIN		MINIMUM 00000 01-12				TOT VALUE	2.80
LOCAT 0 51 89 1	REQ 06198F	08-30-63	BACK ORDER	5			
	PO C00302		VENDDR	06200			
002 629500 629500	3/16X1/2	BOLT STOVE ROUND HEAD PER 100	N			.35	.35
SINCE JULY	14 LAST YR	32 LAST RECD 11-02-62	LAST ISSUED 08-23-63				
BIN		MINIMUM 00000 01-12				TOT VALUE	.00
LOCAT 0 22 95 1	REQ 09684G	08-23-63	BACK ORDER	200			
LOCAT 0 21 19 1	REQ 08330G	08-23-63	BACK ORDER	1			
	PO C04070		VENDDR	11000			
002 647100 647100	1066B	BRACKET SIDE MOUNT FOR SADDLE TANK			2	8.71	8.71
SINCE JULY	8 LAST YR	230 LAST RECD 04-16-92	LAST ISSUED 08-30-63				
BIN		MINIMUM 00000 01-12				TOT VALUE	.00
		PO C03047 DATE 10-02-62	ON ORDER	2			
		PO D03394	RECD - NOT PRICED	2			
LOCAT 0 24 96 1	REQ 08106D	08-30-63	BACK ORDER	2			
LOCAT 0 24 96 1	REQ 08106D	08-30-63	BACK ORDER	2			
LOCAT 0 24 96 1	REQ 08106D	08-30-63	BACK ORDER	2			
LOCAT 0 51 44 1	REQ 06178F	08-30-63	BACK ORDER	2			
LOCAT 0 51 44 1	REQ 06178F	08-30-63	BACK ORDER	2			
	PO D03394		VENDDR	21700			
002 687500 687500	5 FT SECTION	BROOM REWOUND	4		4	36.44	36.19
SINCE JULY	10 LAST YR	86 LAST RECD 04-01-92	LAST ISSUED 08-30-63				
BIN		MINIMUM 00006 01-12				TOT VALUE	145.76
		PO D00911	VENDDR	36200			
002 688000 688000	7 FT SECTION	BROOM REWOUND NO SHAFT				45.00	43.96
SINCE JULY	5 LAST YR	18 LAST RECD 04-01-63	LAST ISSUED 08-23-63				
BIN		MINIMUM 00005 01-12				TOT VALUE	.00
LOCAT 0 53 26 1	REQ 07993G	08-16-63	BACK ORDER	1			
LOCAT 0 52 63 1	REQ 06037C	08-23-63	BACK ORDER	1			
	PO C09466		VENDDR	36200			
003 037500 037500	6X19 3/8 IN	CABLE IWRC CENTER PER FT 500 FT ROLL	1030		1030	.17	.16
SINCE JULY	200 LAST YR	6795 LAST RECD 04-02-63	LAST ISSUED 08-30-63				
BIN		MINIMUM 01050 01-12				TOT VALUE	175.10

GAIN AND LOSS REPORT
FOR WEEK ENDING 083063

MFG PART NUMBER	SIZE	DESCRIPTION	GAIN OR LOSS	PO OR CR MEMO NO.
019 183000	W1-1 30X30 IN	SIGN TURN RIGHT	OLD W10 1.31	D03544
019 183500	W1-11 48X24 IN	SIGN LARGE ARROW RT OR LT	OLD W340 .24-	D03542
019 185000	W3-1 36X36 IN	SIGN STOP AHEAD	.04	D03542
019 187000	W5-1 36X36 IN	SIGN DIVIDED HIGHWAY	DLD W140 .01-	D03542
019 189000	W7-1 30X30 IN	SIGN SCHOOL	OLD W240 .78	D03542
019 190000	W8-1 36 DIA	SIGN RAILROAD ADV WARNING	OLD W260&W265 .06-	D03542
019 194500	W11-1 48X48 IN	SIGN SP WARNING VAR MESSAGE	OLD W330-331 .06	D03542
019 202500	W21-1 30X30 IN	SIGN MEN WORKING	1.00	D03542
019 202550	W21-2 30X30 IN	SIGN FRESH OIL	.32	D03542
019 751450	0 COMM	SPARKPLUG CHAMPION	.30	002594
019 752150	1 COMM	SPARKPLUG CHAMPION	.80	002594
019 753200	J3	SPARKPLUG CHAMPION	2.50	002594
019 755300	H8	SPARKPLUG CHAMPION	.82	002594
019 757050	H11	SPARKPLUG CHAMPION	.21	002592
019 767450	2 1/2 ID X12 IN	SPRING OVERLOAD FOR 2 TON TRUCKS PER EA	.96	D02469
020 136500	6.70-15 4 PLY	TIRE PASSENGER MUD & SNOW TREAD	.17	D02028
020 141500	6.70-15 4 PLY	TIRE PASSENGER CONVENTIONAL TREAD	.26	D02028
020 143000	7.50-14 4 PLY	TIRE PASSENGER CONVENTIONAL TREAD	.44	002589
020 152500	6.50-20 8 PLY	TIRE TRUCK CONVENTIONAL TREAD	.02	D01694
020 155500	7.50-16 8 PLY	TIRE TRUCK CONVENTIONAL TREAD	.05	D01694
020 162500	10-22-5 10 PLY	TIRE TRUCK CONVENTIONAL TREAD	.02	002584
020 175000	13.00-24 8 PLY	TIRE TRUCK MUD & SNOW	.04	D02647
020 176000	13.00-24 12 PLY	TIRE TRUCK MUD & SNOW	.06-	D02647
020 223500	10083	TOOL AIR DRILL ASPHALT CUTTER	.12	000277
020 313000	3/16 IN	TOOL DRILL BIT	.17	D03432
020 313500	13/64 IN	TOOL DRILL BIT	.02-	D03265
020 319000	3/8 IN	TOOL DRILL BIT	.22	D02628
020 320500	27/64 IN	TOOL DRILL BIT	.06	D03432
020 323000	1/2 IN	TOOL DRILL BIT	.12	D03027
020 326500	5/8 IN	TOOL DRILL BIT W/1/2 IN SHANK	.10	D03027
020 367500	12 IN	TOOL FILE MILL BASTARD	.06	D03265
020 422500	NO 4	TOOL HANDLE FILE PARKER KALON	.13	D02357
020 461500	105	TOOL PLIERS IGNITION SNAP DN	.06	D02965
020 518000	CP4 3/8	TOOL SCREWDRIVER PHILLIPS BONNEY	.03	D00977
020 519500	SO-1	TOOL SCREWDRIVER STUBBY BONNEY	.02	D01971
020 547000	191 ALOXITE	TOOL STONE SCYTHE	.03	D02626
020 744500	1/4 IN	TUBING COPPER	.08	D02175
023 035000		WELDING GAS ACETYLENE 120 CU.IN.CYLINDER	.01-	D03292
023 035500		WELDING GAS OXYGEN 220 CU.IN.CYLINDER	.06	D03292
023 140670	525 11 IN	W/SHIELD WIPER BLADE ANCO	.22	002592
029 D74		KIT	.07	D02035
128 376155		HYDROVAC	.01	D02875
202 2H2040		ROLLER ASSY	.01-	D03359
202 7B8264		ELEMENT ASSY	.11	D02965
285 1055-2		GEAR	.04	D02324
285 1175		SHAFT	.01-	D02324
285 2104		BLADE	.03	D02019
293 AM3405T		CLUTCH	.02	D03304
293 AZ3640H		PITMAN	.02	D02961
293 Z7030H		SECTION	5.00	D02962
293 Z9111H		SHIM	.14	D03216
297 1882965		POINT SET	.36	D03034
302 AB601EX		TIP	.01	D03038
322 1-303		POINT SET	.40	002591

-10-

STOCK TRANSFER

FROM 9 24 10 TO 0 31 97 7

MFG	MFG PART NO	SIZE	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL VALUE	REQN
002	224000	B 1412 OH	BEARING TORRINGTON	6	.72	4.32	07519G
002	699500	2 IN	BRUSH PAINT	2	.76	1.52	07519G
002	701500	4 IN	BRUSH PAINT	2	5.12	10.24	07519G
003	073000	C3P	CARTRIDGE FRAM	2	.80	1.60	07518G
003	075500	PH8	CARTRIDGE FRAM	12	1.29	15.48	07518G
003	080500	CH128PL	CARTRIDGE FRAM	3	1.08	3.24	07518G
003	085500	CH330PL	CARTRIDGE FRAM	6	.75	4.50	07518G
003	086000	CH333PL	CARTRIDGE FRAM	3	1.08	3.24	07518G
003	088500	5020	CARTRIDGE PERRY WATER	3	2.53	7.59	07518G
003	196000	PER QT CAN	CHEMICAL CLEANER SOAP HAND DART WATERLES	6	.71	4.26	07519G
003	205500	PER BOTTLE	CHEMICAL CLEANER TURTLE WAX	6	.99	5.94	07518G
006	036000	40	FIRST AID KIT AUTO	2	3.01	6.02	07518G
006	044000	2045-12 3/4 IN	FITTING AEROQUIP	2	.85	1.70	07519G
007	062200	F85	GUN GREASE SPENCER	2	1.80	3.60	07518G
012	012000	1034 12 VOLT	LAMP BULB AUTOMOTIVE	10	.15	1.50	07519G
012	049000	111 AMBER	LAMP CLEARANCE GRIFFIN	3	1.07	3.21	07518G
015	004200	PER 35 LB PAIL	OIL & GREASE GREASE MULTIPURPOSE #2	6	4.10	24.60	07427G
015	011500	PER PINT CAN	OIL & GREASE OIL ADDITIVE STP	6	.81	4.86	07518G
020	141500	6.70-15 4 PLY	TIRE PASSENGER CONVENTIONAL TREAD	3	15.36	46.08	07494G
020	375000	12 IN	TOOL FILE ROUND BASTARD	2	1.35	2.70	07518G
020	405000	12-32	TOOL HACKSAW BLADE	12	.50	6.00	07519G
293	Z5086H	PER LB.	RIVET	4	.45	1.80	07494G
293	Z9111H		SHIM	5	.08	.40	07494G
293	Z9111H		SHIM	1	.08	.08	07494G
293	Z9396H		GRASS ROD	2	1.15	2.30	07495G
322	1-303		POINT SET	10	1.01	10.10	09931G
364	140147		HINGE	1	41.56	41.56	07494G
364	140148		BRACKET	1	9.20	9.20	07519G
364	141013		GUARD	6	1.40	8.40	07519G
848	274		BOLT	6	1.23	7.38	07519G
848	314		BLADE	6	7.09	42.54	07519G
TOTAL						285.96	

ACCOUNTING VOUCHER INVOICE
IOWA STATE HIGHWAY COMMISSION

DISBURSING SECTION
ALLAMAKEE CO. MAINT

RECEIVING SECTION
PROPERTY AND EQUIPMENT

Voucher No. _____
P & E Invoice No. M0617 PAGE 1
Invoice Date 09-03-63
Department or Road No. 0 24 03
Road Fund _____
Month or Period Covered AUGUST 1963

MFG PART NO	SIZE	DESCRIPTION	QUANTITY	AMOUNT
REQN 07904D	DATE 08-02-63			
019 785400	1/8X1 1/2X1	STEEL ANGLE PER FT	20	2.60
002 618500	3/8X8	BOLT MACHINE GALVANI	2	10.48
REQN 07993D	DATE 08-09-63			
013 470500	16 FT	MOWER MISC BAMBOO PD	4	1.28
REQN 08072D	DATE 08-09-63			
003 280500	8	CORD SASH PER FT	100	5.00
005 035005	PDC-2 3/4 S	EXTINGUISHER FIRE CO	1	9.25
006 022500	3003	FILTER PERRY GASKET	7	1.75
007 028602	WA2067	GOGGLE LENS MARQUETT	2	2.72
REQN 08102D	DATE 08-23-63			
003 259000		CLOTH EMERY CROCUS P	6	.06
006 023000	4003	FILTER PERRY GASKET	12	3.72
006 047500	CB11	FITTING ALEMITE COUP	1	1.45
006 048500	CP15	FITTING ALEMITE COUP	1	.46
008 023500	4301 15W 1/4	HOSE AIR W/COUPLING	2	14.08
014 049500	1/4 IN	NUT USS HEX PER 100	2	.54
REQN 08108D	DATE 08-30-63			
006 029500	1X3 IN BOX	FIRST AID BAND AID P	12	3.00
006 030000	1X3 IN BOX 1	FIRST AID BAND AID P	1	1.00
006 038000	1/4 OZ BOTTL	FIRST AID MERTHIOLAT	12	3.00
006 038500	1 OZ TUBE	FIRST AID MERTHIOLAT	12	9.00
006 041000	1/2 IN X 5 Y	FIRST AID TAPE ADHES	12	2.04
006 041500	1 IN X 5 YD	FIRST AID TAPE ADHES	6	1.92
016 053000	21	PAPER TOWEL PREP	1	4.16
023 144000		WIRE SNOW FENCE TIE	3	41.52
023 144500	NO. 4 A232	WIRE TIE TWISTER PIS	2	2.30
023 145000	NO. 1	WIRE TIE TWISTER SPI	2	9.18

MAINT OBJ & CLASS CARD HAVE BEEN PUNCHED

TOTAL 130.51

Vouchered by _____ Abstract date _____ AFE Issued _____	DISTRIBUTION			
	ACCOUNTING		P. & E.	
	NUMBER	AMOUNT	NUMBER	AMOUNT
		9-24-10-11-90-9		130.51CR
			P&E CLASS CARD PUNCHED	

APPROVALS

We hereby certify the items and amounts listed herein have been checked and approved.

Signed _____ 19____

Engineer Title

Signed _____ 19____

District Engineer Title

CHECKED and AUDITED

Accounting Dept. _____ State Comptroller

MFG 002 PART 000500	ISSUED	250 UNIT	.03 TOTAL	7.50	REQN 10278G	DATE 08-23-63	TO 9 24 10	CLASS
MFG 002 PART 001000	ISSUED	100 UNIT	.07 TOTAL	7.00	REQN 10278G	DATE 08-23-63	TO 9 24 10	CLASS
MFG 002 PART 003000	RECEIVED	36 UNIT	1.12 TOTAL	40.08	P.O. D01449	DATE 06-19-63		
MFG 002 PART 003000	ISSUED	3 UNIT	1.12 TOTAL	3.36	REQN 05170F	DATE 07-19-63	TO 0 13 08 1	CLASS 117-21
MFG 002 PART 003000	ISSUED	3 UNIT	1.12 TOTAL	3.36	REQN 02945F	DATE 07-19-63	TO 0 54 92 1	CLASS 117-11
MFG 002 PART 003000	ISSUED	4 UNIT	1.12 TOTAL	4.48	REQN 07143G	DATE 07-19-63	TO 0 22 55 1	CLASS 117-21
MFG 002 PART 003000	ISSUED	4 UNIT	1.12 TOTAL	4.48	REQN 04806E	DATE 07-19-63	TO 0 22 32 1	CLASS 117-21
MFG 002 PART 003000	ISSUED	6 UNIT	1.12 TOTAL	6.72	REQN 03892E	DATE 07-19-63	TO 0 61 57 1	CLASS 325-21
MFG 002 PART 003000	ISSUED	5 UNIT	1.12 TOTAL	5.60	REQN 01051F	DATE 07-19-63	TO 0 64 10 1	CLASS 325-18
MFG 002 PART 005000	ISSUED	1 UNIT	.01 TOTAL	.01	REQN 05329F	DATE 07-12-63	TO 9 24 20	CLASS J08190
MFG 002 PART 006000	ISSUED	22 UNIT	.02 TOTAL	.44	REQN 05340F	DATE 07-12-63	TO 0 32 47 1	CLASS A06964
MFG 002 PART 006000	RECEIVED	100 UNIT	.02 TOTAL	1.20	P.O. D01470	DATE 06-20-63		
MFG 002 PART 006000	CREDIT	15	TOTAL	.75	MEMO 002553	DATE 08-16-63	TO 0 43 80 1	CLASS STOCK
MFG 002 PART 007500	ISSUED	3 UNIT	.03 TOTAL	.09	REQN 09558G	DATE 08-16-63	TO 1 41 40	CLASS
MFG 002 PART 007500	ISSUED	1 UNIT	.03 TOTAL	.03	REQN 10705G	DATE 08-30-63	TO 0 41 78 5	CLASS A06446
MFG 002 PART 008000	ISSUED	66 UNIT	.03 TOTAL	1.98	REQN 01087F	DATE 07-26-63	TO 0 64 07 1	CLASS STOCK
MFG 002 PART 008000	CREDIT	66	TOTAL	1.98	MEMO 002454	DATE 08-02-63	TO 0 64 07 1	CLASS STOCK
MFG 002 PART 008000	ISSUED	6 UNIT	.03 TOTAL	.18	REQN 01713E	DATE 08-23-63	TO 0 12 13 1	CLASS STOCK
MFG 002 PART 008500	ISSUED	2 UNIT	.04 TOTAL	.08	REQN 07232G	DATE 07-05-63	TO 9 24 20	CLASS J08246
MFG 002 PART 014600	RECEIVED	6 UNIT	.90 TOTAL	5.40	P.O. D01635	DATE 06-26-63		
MFG 002 PART 014600	ISSUED	6 UNIT	.90 TOTAL	5.40	REQN 10850D	DATE 07-19-63	TO 0 14 79 1	CLASS 117-21
MFG 002 PART 014600	RECEIVED	4 UNIT	.90 TOTAL	3.60	P.O. D02799	DATE 08-06-63		
MFG 002 PART 014600	ISSUED	4 UNIT	.90 TOTAL	3.60	REQN 10913D	DATE 08-23-63	TO 0 14 79 1	CLASS 117-21
MFG 002 PART 015500	RECEIVED	768 UNIT	.11 TOTAL	80.26	P.O. C10154	DATE 04-24-63		
MFG 002 PART 015500	CREDIT	8	TOTAL	.88	MEMO 000261	DATE 07-19-63	TO 1 41 00	CLASS
MFG 002 PART 015500	CREDIT	24	TOTAL	2.64	MEMO 000261	DATE 07-19-63	TO 1 41 00	CLASS
MFG 002 PART 015500	ISSUED	10 UNIT	.11 TOTAL	1.10	REQN 05123F	DATE 07-19-63	TO 0 70 00	CLASS 117-21
MFG 002 PART 015500	ISSUED	10 UNIT	.11 TOTAL	1.10	REQN 09946E	DATE 07-19-63	TO 0 31 97 6	CLASS STOCK
MFG 002 PART 015500	ISSUED	24 UNIT	.11 TOTAL	2.64	REQN 07093G	DATE 07-19-63	TO 9 24 01	CLASS
MFG 002 PART 015500	ISSUED	18 UNIT	.11 TOTAL	1.98	REQN 10860D	DATE 07-19-63	TO 0 14 86 2	CLASS 117-21
MFG 002 PART 015500	ISSUED	8 UNIT	.11 TOTAL	.88	REQN 05113F	DATE 07-19-63	TO 1 41 00	CLASS
MFG 002 PART 015500	ISSUED	24 UNIT	.11 TOTAL	2.64	REQN 05113F	DATE 07-19-63	TO 1 41 00	CLASS
MFG 002 PART 015500	ISSUED	24 UNIT	.11 TOTAL	2.64	REQN 05313F	DATE 07-19-63	TO 9 24 20	CLASS
MFG 002 PART 015500	ISSUED	24 UNIT	.11 TOTAL	2.64	REQN 05308F	DATE 07-19-63	TO 1 32 00	CLASS
MFG 002 PART 015500	ISSUED	8 UNIT	.11 TOTAL	.88	REQN 05472F	DATE 07-19-63	TO 1 41 11	CLASS
MFG 002 PART 015500	ISSUED	32 UNIT	.11 TOTAL	3.52	REQN 05348F	DATE 07-19-63	TO 1 41 11	CLASS
MFG 002 PART 015500	ISSUED	24 UNIT	.11 TOTAL	2.64	REQN 05546F	DATE 07-19-63	TO 9 24 20	CLASS
MFG 002 PART 015500	ISSUED	20 UNIT	.11 TOTAL	2.20	REQN 00650F	DATE 07-19-63	TO 0 63 31 1	CLASS STOCK
MFG 002 PART 015500	ISSUED	48 UNIT	.11 TOTAL	5.28	REQN 09102G	DATE 07-26-63	TO 1 32 00	CLASS

MFG SERIAL PART	SIZE	DESCRIPTION	N ON HAND	ISSUED	PR QTY	U PRICE	L U PRICE
002 646000 646000 SINCE JULY BIN	LAST YR	BOX TOOL PLYWOOD 37 LAST RECD 03-28-92 LAST ISSUED 06-07-63 MINIMUM 00000 01-12	A 5*		5	10.63	10.63
						TOT VALUE	53.15
						PO D00151	VENDOR 05400
002 646210 646210 SINCE JULY BIN	48 IN LAST YR	BRACKET FOR 24X24 SIGN LAST RECD 10-11-62 LAST ISSUED - - MINIMUM 00000 01-12				.00	.00
						TOT VALUE	.00
						PO C02718	VENDOR 05800
002 646220 646220 SINCE JULY BIN	54 IN LAST YR	BRACKET FOR 30X30 SIGN LAST RECD 10-05-62 LAST ISSUED - - MINIMUM 00000 01-12			12*	2.55	2.55
						TOT VALUE	30.60
						PO C02718	VENDOR 05800
002 646500 646500 SINCE JULY BIN	88 16X16 IN LAST YR	BRACKET FOLDING SHELF GRIFFEN 4 LAST RECD 10-02-62 LAST ISSUED 12-14-62 MINIMUM 00001 01-12	N 3*		3	8.66	10.29
						TOT VALUE	25.98
						PO C03065	VENDOR 13700
002 647000 647000 SINCE JULY BIN	30 LAST YR	BRACKET LYLE SIGN 944 LAST RECD 04-09-63 LAST ISSUED 08-09-63 MINIMUM 00025 01-12			418*	.47	.47
						TOT VALUE	55.46
						PO C09683	VENDOR 36900
						PO C01732	VENDOR 21700
002 647100 647100 SINCE JULY BIN	1066B 8 LAST YR	BRACKET SIDE MOUNT FOR SADDLE TANK 230 LAST RECD 04-16-92 LAST ISSUED 08-30-63 MINIMUM 00000 01-12			* 2	8.71	8.71
						TOT VALUE	.00
						PO C03047DATE 10-02-62	ON ORDER 2
						PO D03394	RECD - NOT PRICED 2
						LOCAT 0 24 96 1 REQ 08106D	08-30-63 BACK ORDER 2
						LOCAT 0 24 96 1 REQ 08106D	08-30-63 BACK ORDER 2
						LOCAT 0 24 96 1 REQ 08106D	08-30-63 BACK ORDER 2
						LOCAT 0 51 44 1 REQ 06178F	08-30-63 BACK ORDER 2
						LOCAT 0 51 44 1 REQ 06178F	08-30-63 BACK ORDER 2
						PO D03394	VENDOR 21700
002 647200 647200 SINCE JULY BIN	1100 LAST YR	BRACKET TAILPIPE AP 1 LAST RECD 08-06-62 LAST ISSUED 10-05-62 MINIMUM 00000 01-12				.63	.63
						TOT VALUE	.00
						PO C01117	VENDOR 64100
002 647500 647500 SINCE JULY BIN	LAST YR	BRAKE FLUID SEE CHEMICAL LAST RECD - - LAST ISSUED - - MINIMUM 00000 01-12				.00	.00
						TOT VALUE	.00
002 648000 648000 SINCE JULY BIN	1 1/4 X 1/4 LAST YR	BRAKE LINING LAST RECD - - LAST ISSUED - - MINIMUM 00000 01-12	N 15*		15	.00	.00
						TOT VALUE	.00
002 648500 648500 SINCE JULY BIN	1 1/2 X 5/32 IN LAST YR	BRAKE LINING LAST RECD - - LAST ISSUED - - MINIMUM 00000 01-12	N 5*		5	.27	.27
						TOT VALUE	1.35
002 648700 648700 SINCE JULY BIN	1 1/2 X 3/16 LAST YR	BRAKE LINING LAST RECD - - LAST ISSUED - - MINIMUM 00000 01-12			20*	.34	.00
						TOT VALUE	6.80

002 012000 012000	1 IN	BALL STEEL	2-	.62-	.31
002 015000 015000	6	BATTERY DRY CELL	2	1.22	.61
002 015500 015500	950	BATTERY FLASHLIGHT	7	.77	.11
002 016500 016500	509	BATTERY LANTERN	2-	1.32-	.66
002 018000 018000	SAE-1H GRJUP 1	BATTERY STORAGE 9 1/8L-7 1/8W-9 3/8H	0000025	ERROR 2	.00-
002 020500 020500	SAE-2SHB GROUP5	BATTERY STORAGE 10 1/4L-6 13/16W-9 7/32H	1	10.30	10.30
002 022500 022500	SAE-4H GROUP 4	BATTERY STORAGE 13 1/8L-7 1/8W-9 3/8H	1	11.45	11.45
002 027000 027000	1058 22 IN	BATTERY STORAGE STRAP CARRIER	2-	1.42-	.71
002 027500 027500	831 SIZE 15	BEAD SIGN PER 50 LB BAG	1	88.77	88.77
002 028700 028700	CR34	BEARING BCA	1	6.23	6.23
002 029000 029000	M1206E	BEARING BOWER	6-	16.86-	2.81
002 030500 030500	EL6X	BEARING ELECTRIC MOTOR	11-	4.40-	.40
002 033500 033500	3838 2/1	BEARING ELECTRIC MOTOR	4	1.20	.30

TOTAL CHANGES FOR MANUFACTURER # 002

95.32

MFG	SERIAL	PART NUMBER	SIZE	DESCRIPTION	STOCK
001	000500	000500		ACETYLENE SEE WELDING GAS 023	
001	001000	001000		ADHESIVE TAPE SEE FIRST AID	
001	001500	001500		ADDITIVE SEE OIL & GREASE	
001	002000	002000		AIR WATER ADAPTER SEE TIRE REPAIR	
001	002500	002500		ALUMINUM SEE SIGN 019	
001	003000	003000		AMMONIA SEE CLEANER OR FIRST AID	
001	003500	003500		AMPCO OILER SEE LUBRICANT	
001	004000	004000	1/2 IN	ANCHOR EXPANSION SHIELD LAG SCREW TYPE	
001	004500	004500	10-24	ANCHOR EXPANSION SHIELD LEAD TYPE	
001	005000	005000	1/4 IN	ANCHOR EXPANSION SHIELD LEAD TYPE	
001	005500	005500	5/16 IN	ANCHOR EXPANSION SHIELD LEAD TYPE	
001	006000	006000	3/8 IN	ANCHOR EXPANSION SHIELD LEAD TYPE	
001	006500	006500	1/2 IN	ANCHOR EXPANSION SHIELD LEAD TYPE	
001	007000	007000	5/8 IN	ANCHOR EXPANSION SHIELD LEAD TYPE	
001	007500	007500	QUART CAN	ANTIFREEZE PERMANENT	
001	008000	008000	GALLON CAN	ANTIFREEZE PERMANENT	
001	008500	008500		ANTIFREEZE TESTER SEE TESTER	
001	009000	009000		ANTIFREEZE TESTER FLOAT SEE TESTER	
001	009500	009500		ANTIFREEZE TESTER JAR SEE TESTER	
001	009700	009700		APRON SHOP MADE CANVAS	
001	010000	010000		ARM W/S WIPER SEE WINDSHIELD WIPER	
001	010500	010500		ASBESTOS ALSO SEE GASKET OR PACKING	
001	011000	011000	1/2 LB BALL	ASBESTOS CANDLE WICK PACKING 225	
001	011500	011500	1/32X50 PER FT	ASBESTOS HIGH PRESSURE PACKING SHEETING	
001	012000	012000	1/16X60 PER FT	ASBESTOS HIGH PRESSURE PACKING SHEETING	
001	012500	012500	3/16X36 PER FT	ASBESTOS SHEETING	
001	013000	013000		ASPHALT CEMENT PER DRUM	
001	013200	013200	RC-0	ASPHALT CUTBACK PER 55 GAL DRUM	
001	013500	013500		AUGER SEE TOOL 020	
001	014000	014000		AWL SEE TOOL 020	
001	014500	014500		AXE SEE TOOL 020	

FORMS

Inventory Data Sheet	19
Change Sheet	20
Purchase Order (seven parts), white, yellow, yellow, goldenrod, pink, blue, green	21
Credit Memo (four part, red ink) white, green, goldenrod, blue	28
Requisition (four part) white, green, goldenrod, blue	32

INVENTORY DATA SHEET

SERIAL NO.	DESCRIPTION	CODE	MFG. PART NO.
	SIZE	MIN. QTY. FROM TO	MIN. QTY. FROM TO BIN N
	SIZE	MIN. QTY. FROM TO	MIN. QTY. FROM TO BIN N
	SIZE	MIN. QTY. FROM TO	MIN. QTY. FROM TO BIN N
	SIZE	MIN. QTY. FROM TO	MIN. QTY. FROM TO BIN N
	SIZE	MIN. QTY. FROM TO	MIN. QTY. FROM TO BIN N
	SIZE	MIN. QTY. FROM TO	MIN. QTY. FROM TO BIN N
	SIZE	MIN. QTY. FROM TO	MIN. QTY. FROM TO BIN N
	SIZE	MIN. QTY. FROM TO	MIN. QTY. FROM TO BIN N
	SIZE	MIN. QTY. FROM TO	MIN. QTY. FROM TO BIN N
	SIZE	MIN. QTY. FROM TO	MIN. QTY. FROM TO BIN N

IOWA STATE HIGHWAY COMMISSION
Property and Equipment Department
AMES, IOWA

PURCHASE ORDER

PRICE COPY

No.

Date

COLLECT SHIPMENTS WILL NOT BE ACCEPTED

SHOW ABOVE PURCHASE ORDER NUMBER ON INVOICE.

If F. O. B. shipping point, PREPAY TRANSPORTATION CHARGES AND ADD TO INVOICE. Prepare invoice showing description of items in addition to catalog number. Mail invoice to: IOWA STATE HIGHWAY COMMISSION, P. & E. Department, Ames, Iowa.

Deliver to
Iowa Highway
Comm. c/o

RECEIVING DEPT.

GARAGE

Address

To

VENDOR NO.

Address

City & State

Date Rec'd	Qty Rec'd	Quantity Ordered	Mfg. No. Or Size	Item	Mfg. Code No.	Hwy. Comm. Stock No.	Unit Price	Amount

Computing Center On Order	Computing Center Received	Computing Center Price
---------------------------	---------------------------	------------------------

PROPERTY AND EQUIPMENT DEPARTMENT — OFFICE RECORD

Mail to _____ Req. No. _____
 Address _____ County _____
 Quotation Schedule No. _____ Comm. Min. _____ Dept. _____
 Contract Date _____ Contract No. _____ Equip. No. or Proj. No. _____

(Price Copy)

IOWA STATE HIGHWAY COMMISSION **PURCHASE ORDER**
Property and Equipment Department
AMES, IOWA

FIELD RECEIVING COPY

No. _____

Date _____

COLLECT SHIPMENTS WILL NOT BE ACCEPTED

SHOW ABOVE PURCHASE ORDER NUMBER ON INVOICE.

If F. O. B. shipping point, PREPAY TRANSPORTATION CHARGES AND ADD TO INVOICE. Prepare invoice showing description of items in addition to catalog number. Mail invoice to: IOWA STATE HIGHWAY COMMISSION, P. & E. Department, Ames, Iowa.

Deliver to
Iowa Highway
Comm. c/o _____

RECEIVING DEPT. _____ GARAGE _____

Address _____

VENDOR NO. _____

To _____

Address _____

City & State _____

Date Rec'd	Qty Rec'd	Quantity Ordered	Mfg. No. Or Size	Item	Mfg. Code No.	Hwy. Comm. Stock No.	Unit Price	Amount

<p>RETURN TO FIELD OFFICE PROMPTLY.</p> <p>Check shipment carefully and note any errors or breakage. In case of breakage on rail, truck, or express shipments, have freight bill properly noted and attach.</p>	<p align="center">Above items have been received as shown</p> <p align="right">_____ Receiving Agent</p>
--	--

PROPERTY AND EQUIPMENT DEPARTMENT — OFFICE RECORD

Mail to _____	Req. No. _____
Address _____	County _____
Quotation Schedule No. _____ Comm. Min. _____	Dept. _____
Contract Date _____ Contract No. _____	Equip. No. or Proj. No. _____

(This Copy to Receiving Agent)

IOWA STATE HIGHWAY COMMISSION CREDIT MEMO

County _____ (Maint Use Only)

Credit Memo No _____

Returned to _____

DEPT				GARAGE	

Address _____

Date Returned

MONTH	DAY	YEAR

Returned by _____

DEPT				GARAGE	

Address _____

Construction Use Only	Proj No.	County
-----------------------	----------	--------

Quantity Returned	MFG Code	MFG Part No. or Hwy. Comm. Stock No	Description	Unit Price	Amount	Credit * To Classification	Maint	
							Sec.	Unit

- *Classifications
A 00000 MAINT
B 00000 CONST or other Dept.
STOCK

SIGNED

-28-

IOWA STATE HIGHWAY COMMISSION CREDIT MEMO

County _____
(Maint Use Only)

Credit Memo No _____

Returned to _____

DEPT	GARAGE

Address _____

Date Returned

MONTH	DAY	YEAR

Returned by _____

DEPT	GARAGE

Address _____

Construction Use Only		Proj No.	County		Description	Unit Price	Amount	Credit * To Classification	Maint	
Quantity Received	Quantity Returned	MFG Code	MFG Part No. or Hwy. Comm. Stock No	Sec.					Unit	

* Classifications
 A 00000 MAINT
 B 00000 CONST or other Dept.
 STOCK

Received by _____ Date _____

PACKING LIST

-29-

IOWA STATE HIGHWAY COMMISSION CREDIT MEMO

County _____
(Maint Use Only)

Credit Memo No. _____

Returned to _____

Address _____

DEPT	GARAGE

Date Returned:

MONTH	DAY	YEAR

Returned by _____

Address _____

DEPT	GARAGE

Construction Use Only	Proj No.	MFG Code	MFG Part No. or Hwy. Comm. Stock No	Description	Unit Price	Amount	Credit * To Classification	Maint	
								Sec.	Unit

* Classifications
 A 00000 MAINT
 B 00000 CONST or other Dept.
 STOCK

SIGNED _____

Originator's Copy

IOWA STATE HIGHWAY COMMISSION CREDIT MEMO

County _____
(Maint Use Only)

Credit Memo No. _____

Returned to _____
DEPT GARAGE

Address _____

Date Returned MONTH DAY YEAR

Returned by _____
DEPT GARAGE

Address _____

Quantity Received	Quantity Returned	MFG Code	MFG Part No. or Hwy. Comm. Stock No	Description	Unit Price	Amount	Credit * To Classification	Moimt	
								Sec.	Unit

* Classifications
 A 00000 MAINT
 B 00000 CONST or other Dept.
 STOCK

RECEIVING COPY

Received by _____ Date _____

-31-

IOWA STATE HIGHWAY COMMISSION INTERDEPARTMENTAL REQUISITION

County
(Maint Use Only)

Requisition No. **4804 G**

Date Ordered

MONTH	DAY	YEAR

Date Shipped

MONTH	DAY	YEAR

Shipping Agent _____

Address _____

DEPT	GARAGE

Receiving Agent _____

Address _____

DEPT	GARAGE

Construction Use Only		Proj No.	County		Description	Unit Price	Amount	Charge * To Classification	Maint		Purchase Order No
Quantity Received	Quantity Ordered	MFG Code	MFG Part No. or Hwy. Comm. Stock No	Sec					Unit		

*Classifications
 A 00000 MAINT
 B 00000 CONST or other Dept.
 STOCK

P & E COPY

SIGNED _____

-32-

IOWA STATE HIGHWAY COMMISSION INTERDEPARTMENTAL REQUISITION

County _____
(Maint Use Only)

Requisition No. **4804 G**

Shipping Agent _____

DEPT	GARAGE

Address _____

Date Ordered:

MONTH

DAY

YEAR

Date Shipped:

MONTH

DAY

YEAR

Receiving Agent _____

DEPT	GARAGE

Address _____

Construction Use Only	Proj No.	County
--------------------------	----------	--------

Quantity Received	Quantity Ordered	MFG Code	MFG Part No. or Hwy. Comm. Stock No	Description	Unit Price	Amount	Charge * To Classification	Maint		Purchase Order No
								Sec	Unit	

* Classifications:
 A 00000 MAINT
 B 00000 CONST or other Dept.
 STOCK

Received by _____ Date _____

PACKING LIST

-33-

IOWA STATE HIGHWAY COMMISSION INTERDEPARTMENTAL REQUISITION

County _____
(Maint Use Only)

Requisition No. **4804 G**

Date Ordered

MONTH	DAY	YEAR

Date Shipped

Shipping Agent _____

DEPT	GARAGE

Address _____

--	--	--	--	--	--

Receiving Agent _____

DEPT	GARAGE

Address _____

--	--	--	--	--	--

	<small>Construction Use Only</small>	Proj No.	County	Description	Unit Price	Amount	Charge * To Classification	Maint		Purchase Order No
								Sec	Unit	

*Classifications
A 00000 MAINT
B 00000 CONST or other Dept.
STOCK

SIGNED _____

-34-

IOWA STATE HIGHWAY COMMISSION INTERDEPARTMENTAL REQUISITION

County _____ (Maint Use Only)

Requisition No. **4804 G**

Date Ordered

MONTH	DAY	YEAR

Date Shipped

Shipping Agent _____

Address _____

Receiving Agent _____

Address _____

Construction Use Only	Proj No.	County
-----------------------	----------	--------

Quantity Received	Quantity Ordered	MFG Code	MFG Part No. or Hwy. Comm. Stock No	Description	Unit Price	Amount	Charge * To Classification	Maint		Purchase Order No.
								Sec	Unit	

*** Classifications**
A 00000 MAINT
B 00000 CONST or other Dept.
STOCK

RECEIVING COPY

Received by _____ Date _____

INVENTORY DATA CARD NO. 2

Serial No.	Size	Min. Qty.			Min. Qty.			Bin No.	Mfg. Code No.	Mfg. Part No.	Skip
		Qty.	From	To	Qty.	From	To				
000000	000000000000000000	000000	00	00	000000	00	00	000000	00000000000000000000	0000000000000000	0
111111	111111111111111111	111111	11	11	111111	11	11	111111	11111111111111111111	1111111111111111	1
222222	222222222222222222	222222	22	22	222222	22	22	222222	22222222222222222222	2222222222222222	2
333333	333333333333333333	333333	33	33	333333	33	33	333333	33333333333333333333	3333333333333333	3
444444	444444444444444444	444444	44	44	444444	44	44	444444	44444444444444444444	4444444444444444	4
555555	555555555555555555	555555	55	55	555555	55	55	555555	55555555555555555555	5555555555555555	5
666666	666666666666666666	666666	66	66	666666	66	66	666666	66666666666666666666	6666666666666666	6
777777	777777777777777777	777777	77	77	777777	77	77	777777	77777777777777777777	7777777777777777	7
888888	888888888888888888	888888	88	88	888888	88	88	888888	88888888888888888888	8888888888888888	8
999999	999999999999999999	999999	99	99	999999	99	99	999999	99999999999999999999	9999999999999999	9

RECEIVED BY PURCHASE ORDER

Purchase Order No.	Rec. Dept.		Date Rec.			Vendor No.	Quantity Received	Mfg. Code No.	Stock No.	C-Cancel	26
	Gen.	Dept.	Month	Day	Year						
	Locat.	Sec.	Garage								
000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
123456	789011	121314	151617	181920	212223	242526	272829	303132	333435	363738	394041
111111	111111	111111	111111	111111	111111	111111	111111	111111	111111	111111	111111
222222	222222	222222	222222	222222	222222	222222	222222	222222	222222	222222	222222
333333	333333	333333	333333	333333	333333	333333	333333	333333	333333	333333	333333
444444	444444	444444	444444	444444	444444	444444	444444	444444	444444	444444	444444
555555	555555	555555	555555	555555	555555	555555	555555	555555	555555	555555	555555
666666	666666	666666	666666	666666	666666	666666	666666	666666	666666	666666	666666
777777	777777	777777	777777	777777	777777	777777	777777	777777	777777	777777	777777
888888	888888	888888	888888	888888	888888	888888	888888	888888	888888	888888	888888
999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999
123456	789011	121314	151617	181920	212223	242526	272829	303132	333435	363738	394041
424344	454647	484950	515253	545556	575859	606162	636465	666768	697071	727374	757677
787980											

PRICE CARD

Purchase Order No.						Rec. Dept.		Date			Vendor No.	Quantity Received	Mfg. Code No.	Stock No.	Total Price	C-Cancel	36
1	2	3	4	5	6	Gen. Dept.	Locat.	Month	Day	Year							
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

CONTROL CARD
FOR
STATUS LIST
HISTORY LIST

Starting Point									Ending Point																																																																						
Mfg.	Serial	Mfg.	Serial						Mfg.	Serial	Mfg.	Serial																																																																			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																																																					
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																																																					
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2																																																					
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3																																																					
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4																																																					
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5																																																					
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6																																																					
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7																																																					
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8																																																					
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9																																																					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

A OR JOB
EXPENSE CARD

A No. or Job No.	A U Source 3	Other Expense	Reqn. or Credit Memo No.	Date	Total Expense	Mfg. Code No.	Mfg. Part No.
00000	0000000000000000000000000000	0000000000000000000000000000	0000000000000000000000000000	0000000000000000000000000000	0000000000000000000000000000	0000000000000000000000000000	0000000000000000000000000000
1 2 3 4 5 6	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	26 27 28 29 30 31 32 33	34 35 36 37 38 39	40 41 42 43 44 45	46 47 48 49 50 51 52 53	54 55 56	57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74
11111	1111111111111111111111111111	1111111111111111111111111111	1111111111111111111111111111	1111111111111111111111111111	1111111111111111111111111111	1111111111111111111111111111	1111111111111111111111111111
22222	2222222222222222222222222222	2222222222222222222222222222	2222222222222222222222222222	2222222222222222222222222222	2222222222222222222222222222	2222222222222222222222222222	2222222222222222222222222222
33333	3333333333333333333333333333	3333333333333333333333333333	3333333333333333333333333333	3333333333333333333333333333	3333333333333333333333333333	3333333333333333333333333333	3333333333333333333333333333
44444	4444444444444444444444444444	4444444444444444444444444444	4444444444444444444444444444	4444444444444444444444444444	4444444444444444444444444444	4444444444444444444444444444	4444444444444444444444444444
55555	5555555555555555555555555555	5555555555555555555555555555	5555555555555555555555555555	5555555555555555555555555555	5555555555555555555555555555	5555555555555555555555555555	5555555555555555555555555555
66666	6666666666666666666666666666	6666666666666666666666666666	6666666666666666666666666666	6666666666666666666666666666	6666666666666666666666666666	6666666666666666666666666666	6666666666666666666666666666
77777	7777777777777777777777777777	7777777777777777777777777777	7777777777777777777777777777	7777777777777777777777777777	7777777777777777777777777777	7777777777777777777777777777	7777777777777777777777777777
88888	8888888888888888888888888888	8888888888888888888888888888	8888888888888888888888888888	8888888888888888888888888888	8888888888888888888888888888	8888888888888888888888888888	8888888888888888888888888888
99999	9999999999999999999999999999	9999999999999999999999999999	9999999999999999999999999999	9999999999999999999999999999	9999999999999999999999999999	9999999999999999999999999999	9999999999999999999999999999
1 2 3 4 5 6	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	26 27 28 29 30 31 32 33	34 35 36 37 38 39	40 41 42 43 44 45	46 47 48 49 50 51 52 53	54 55 56	57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74

UNFINISHED JOBS

Job No.	J	Reqn. No.	Mfg.	Part No.
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

PROPERTY AND EQUIPMENT CLASS CARD

Inv. No.	M	E	Amount	Date		
				Month	Day	Year
99241011900 - 0						
00000	0	0	000000	0	0	0
11111	1	1	111111	1	1	1
22222	2	2	222222	2	2	2
33333	3	3	333333	3	3	3
44444	4	4	444444	4	4	4
55555	5	5	555555	5	5	5
66666	6	6	666666	6	6	6
77777	7	7	777777	7	7	7
88888	8	8	888888	8	8	8
99999	9	9	999999	9	9	9

TAPE DATA

<u>Tape</u>	<u>Header Name</u>	<u>Mode</u>	<u>Blocked</u>	<u>Record Length</u>	<u>Contains Records</u>
Data	None	Move	No	80	Same as card formats.
Serial No.	Serial No.	Move	50	83	Serial No.
Transaction-A	Trans. A	Move	10	109	New item, change, on order, received, price, credit memo, requisition, back order.
Master	Inv. Master	Load	No	Variable 174-4999	Master
Transaction-B	Trans. B	Load	No	Variable 109-4999	Need to order, gain or loss from purchase order, gain or loss from credit memo, requisition issue, credit memo return, requisition (not priced), back order (not priced)
Stock Transfers	Transfers	Load	No	151 (Last 7 are dropped)	Requisition issue, credit memo return
Voucher	Voucher	Move	No	151 (last 7 are dropped)	Requisition issue, credit memo return
History	Inv. History	Move	10	158	Gain or loss from purchase order, requisition issue, credit memo return.

MASTER RECORD
Variable Length (5000)

3 Blank (not used)
3 Mfg.
6 Serial
18 Part No.
15 Size
40 Description
18 Min. Qty.
5 Bin
1 N for non-stock item
7 Number issued since July 1st
6 Date last issued
6 Date last received
7 Qty. on hand
7 Qty. issued last year
7 Price quantity
7 Unit Price
7 Last unit price
7 Qty. issued, but not priced
170

QUANTITY ON ORDER

5 Qty.
6 Date
6 Purchase Order No.
Record Mark

QUANTITY RECEIVED, BUT NOT PRICED

5 Qty.
6 Purchase Order No.
Record Mark

BACK ORDERS

5 Qty.
6 Garage
6 Date
6 Reqn.
Record Mark

VENDORS

5 Vendor No.
6 P. O. No.
Record Mark

SERIAL NUMBER RECORD
(Fixed Length (83))

3 Mfg.
18 Part No.
6 Serial
40 Desc.
15 Size
1 Record Mark

NEW ITEM RECORD
Fixed Length (109)

2 lb
3 Mfg.
6 Serial
18 Part No.
40 Description
15 Size
18 Min. Qty.
5 Bin
1 N for non-stock
1 Record mark

CHANGE RECORD
Fixed Length (109)

2 4b
3 Mfg.
6 Serial
18 Part number
40 Change Data
10 Filler
2 Type of Change
27 Filler
1 Record mark

ON ORDER RECORD
Fixed Length (109)

2 61
3 Mfg.
6 Serial
58 Filler
5 Qty.
10 Filler
6 Purchase Order No.
6 Ordered for
6 Date
5 Vendor
1 Filler
1 Record mark

RECEIVED BY PURCHASE ORDER RECORD
Fixed Length (109)

2 62
3 Mfg.
6 Serial
58 Filler
5 Qty.
10 Filler
6 Purchase Order No.
6 Received by
6 Date Received
5 Vendor
1 Filler
1 Record mark

PRICE RECORD
Fixed Length (109)

2 63
3 Mfg.
6 Serial
58 Filler
5 Qty.
3 Filler
7 Total price
6 Purchase order no.
6 Received by
6 Date received
5 Vendor
1 Filler
1 Record mark

CREDIT MEMO RECORD
Fixed Length (109)

2 7b
3 Mfg.
6 Serial
18 Part No.
16 Proj. No.
2 County
9 Filler
1 P for processed
6 Credit to classification
4 Section - unit
2 Filler
5 Qty.
5 Total price
5 Filler
6 Credit memo no.
6 Returned to
6 Returned by
6 Filler
1 Record mark

REQUISITION RECORD
Fixed Length (109)

2 81
3 Mfg.
6 Serial
18 Part No.
16 Proj. No.
2 County
9 Filler
1 P for processed
6 Charge to classification
4 Section - unit
2 Filler
5 Quantity shipped
5 Quantity ordered
5 Filler
6 Requisition No.
6 Shipped by
6 Shipped to
5 Filler
1 Do not back order
1 Record mark

BACK ORDER RECORD
Fixed Length (109)

2 82
3 Mfg.
6 Serial
18 Part No.
16 Proj. No.
2 County
9 Filler
1 P for processed
6 Charge to classification
4 Section - unit
2 Filler
5 Quantity shipped
10 Filler
6 Requisition No.
6 Filler
6 Shipped to
5 Filler
1 Cancel balance of back order
1 Record mark

NEED TO ORDER RECORD
Variable Length (5000)

1 1
2 Filler
4996 Balance of master record

GAIN OR LOSS FROM P. O. RECORD
Fixed Record (158)

1 2
3 Mfg.
18 Part
15 Size
40 Desc.
7 Qty. (+)
7 Unit
7 Total (+)
5 Gain (+)
6 From location
6 To location
6 Date
24 Filler
6 Purchase Order
6 Serial
1 Record mark

GAIN OR LOSS FROM CREDIT MEMO RECORD
Fixed Length (158)

1 3
3 Mfg.
18 Part
15 Size
40 Desc.
21 Filler
5 Gain (+)
6 From Location (Ret. to)
6 To Location (Ret. by)
6 Date
16 Project No.
2 County
6 Classification
6 Credit memo no.
6 Serial
1 Record mark

REQUISITION ISSUE RECORD

Fixed Length (158)

1 4
3 Mfg.
18 Part
15 Size
40 Desc.
7 Qty.
7 Unit price
7 Total price
1 Filler
4 Section - unit
6 From location
6 To location
6 Date
16 Project No.
2 County
6 Classification
6 Requisition No.
6 Serial
1 Record mark

CREDIT MEMO RETURN RECORD

Fixed Length (158)

1 5
3 Mfg.
18 Part
15 Size
40 Desc.
7 Qty. returned
7 Unit price (always zero)
7 Total price
1 Filler
4 Section - unit
6 From location (Ret. to)
6 To location (Ret. by)
6 Date
16 Project No.
2 County
6 Classification
6 Credit memo no.
6 Serial
1 Record mark

BACK ORDER PROGRAM

The back order program is run daily for all requisitions in which the quantity shipped is less than the quantity ordered. All of these cards are sorted in order by manufacturer's part number. The program searches the inventory serial number tape until the proper description and serial number are found. A table-look-up procedure is used to find the name and address for the county foreman to which the parts are to be sent when received. This information is then printed on four-part form which has the same colors as the requisition. Two copies are retained in Ames while the other two are sent to the field. One of these is the office copy for the person making the order and the other is the receiving copy which will be sent through when the order is received. This form is then held until the parts that have been back ordered arrive. The quantity that is shipped is noted on the form, and the form is then keypunched.

SERIAL NUMBER PROGRAM

The purpose of this program is to find the Highway Commission's serial number for a certain manufacturer's part number. The serial number tape is sorted in manufacturer part number order. The input data which is placed on tape is sorted in the same order. The input data tape is matched against the serial number tape and each record that matches is placed on the Transaction-A output tape. Any new items that are being added to the inventory are also added to an up-dated serial number tape that is produced. As the program is being run, an error list is produced for any items other than new items that are not found on the master tape. Also, if a new item that uses the same part number as one that is already on the serial number tape, this item is also listed on the error list.

MASTER PROGRAM

The purpose of this program is to make additions and deletions from the inventory. The information for this program comes from several documents. These are new item sheet, correction sheet, purchase order, credit memo, and requisition. The information from these documents is prepared and entered as input from the Transaction-A tape. The inventory master tape is also entered as input. The output produced by this program is a new up-dated inventory master tape and a Transaction-B tape. Transaction-B tape contains all of the records necessary to write a need-to-order list, A-expense cards, job expense cards, job not completed, a gain or loss report, a stock transfer report, and vouchers for billing. Items which could not be priced because no price is available are put out on this tape and will be processed again during the next weekly running.

When an item is dropped from the inventory, this item is listed, listing manufacturer, serial, part number, description, quantity and unit price. This record is then eliminated from the new master tape.

After each master record has been processed, a check is made for need-to-order. This is determined by adding the current quantity on hand to the amount on order and subtracting from that the amount on back orders. This is then checked against the proper seasonal reorder point. If the value obtained is equal to or greater than the reorder point, no action is taken. If the value received is less than the reorder point, a notice to reorder is given.

When two cards are received describing a new item, this item is set up on inventory. A new master record is prepared and this record is written on the up-dated master tape.

There is a change sheet available by which changes can be made to the master record. Sixteen different types of changes can be made. This should include every possible change that may be necessary. The change numbers and type of change are listed in the change procedure.

Three types of cards are punched from the purchase order. The first is an on-order card. When this card is received, a record is written to indicate the quantity on order, the date of the purchase order, the vendor number and the purchase order number. The next is a received card. This indicates that the quantity has been received. When this card is processed, the "quantity on order record" that was written is removed. If the quantity received is not equal to the quantity ordered, the balance will be left on order unless a cancel notice is given. This quantity received card causes the quantity on hand to be increased by the proper

amount. A record is also written to indicate the quantity received but not priced and the purchase order number. The vendor number is added to the end of the list of vendors. If the vendor number was previously entered, it is removed. The last vendor on the list always indicates the last order. The third is a price card. When this type of card is received, the present price quantity is multiplied by the present unit price to determine the present total value. To this is added the new quantity and the new total price. From this is computed a new unit price. This new unit price is rounded and then multiplied back by the quantity to determine the total value. This value is subtracted from the purchase order value plus the previous value to determine the gain or loss. Then the purchase order price is divided by the purchase order quantity to determine the unit price that the last shipment was received at. Finally the "received-but-not-priced record" from this purchase order is removed, if all were received, unless a cancel notice is given. If the new unit price is more than ten percent different than the previous unit price, a notice is given.

The next type of card that is received is a credit memo card. This card causes the quantity indicated to be added to the quantity on hand and to the price quantity. A present total value is computed, to this is added a value from the credit memo, and a new unit price is calculated. A gain or loss resulting from this calculation is prepared in an output record on Transaction-B tape. The actual credit memo record is also placed on the Transaction-B tape so that the appropriate credit can be prepared.

The next type of card that is received is an issue card. If this card has been previously processed, but not priced, it is bypassed to the pricing section. This issue can either be made from a requisition or from a back order. First a check is made to determine if this item is a cross reference. If so, the item will not be processed. If this item is a requisition and all were not issued that were ordered, a back order record is written indicating the quantity, garage and requisition number, unless a cancel back order indication has been punched. If this item is a back order, a check is made to find the back order record and remove this record if all have been issued. If only a portion have been issued, this record is not removed unless a cancel indication is given.

The next step is to process the requisition or back order through the pricing section. A determination is made to see if sufficient price quantity is available to process this item. If not, the item is bypassed directly to the output tape for later pricing. If the pricing can be made, the quantity and unit price and total value are placed along with the other information on the Transaction-B output tape.

There are several conditions which cause errors on the inventory program. These are listed on Error List 2 as follows:

1. More have been issued than are on hand.
2. New item using serial number that has been used. The part number has not previously been used. Use change 16 to remove this part number from the serial number tape only. One week later you may enter this part number with a different serial number.
3. The item does not exist on the master tape for this item. If a 16, 26 or 36, correct serial number and return. If a 4, 7, 18 or 28, the item is on the serial number tape, but not on the master tape. Remove item from serial number tape and one week later enter as a new item. If there is a "P" on the 18 or 28 this item had not been priced and you have dropped it from inventory.
4. This correction card cannot be processed because:
 - 06, 14, 15 - Too many are to be subtracted
 - 10 - The P. O. Number is not on-order.
 - 11 - The Requisition Number is not on back-order
 - 12 - This Vendor Number is not listed for this part.
 - 13 - This P. O. Number is not listed under received-but-not-priced or the quantity will make the on-hand minus.
5. This card cannot be processed for this item since it is a cross-reference.
6. This price card resulted in more than a ten percent difference in price. This card has been processed. Do not reprocess this card. Correct unit price if necessary.
7. Not a proper record.

If a part is issued to Maintenance and no object or class number is given, it is charged to Class 21 (Sundry) and Object 117 (Misc.). If a part has been charged to an A-number that should not be charged, it is billed to Maintenance Class 21 (Sundry) and Object 321 (A-equipment expense).

INVENTORY OUTPUT PROGRAM

This program is used to process the Transaction-B tape, which is the output of the master program. The program operates in two passes. During the first pass, the need-to-order list is prepared on the printer. Any stock transfers are placed on the stock transfer tape for later use. Any issues to A-numbers or job numbers are punched out on cards. After the whole tape has been processed, it is rewound and the second pass is made. This pass prints the gain and loss report on the printer while punching unfinished job numbers on cards.

STOCK TRANSFER REPORT

The inventory output program produces a stock transfer tape. This tape is sorted in order by location. Then a stock transfer report is prepared, listing for each location the items of stock that were transferred from central stores to field inventory stocks. Two copies are prepared of this report. One is used to post the books locally and the other is sent to the field for their records and posting to their field inventory books.

PRICE LIST

Each week after running the central stores inventory program, an up-dated listing is prepared of all of the items on inventory. The master tape is used to prepare this listing. The list is prepared on the 1401 and lists certain basic data about each item.

VOUCHER LIST PROGRAM

At the end of each month we have one Transaction-B tape for each week that was processed. This tape is processed on the voucher tape preparation program. As the tape is being read, each item that requires a voucher, is written off onto another tape. Any items that are for construction projects will have a voucher prepared for each item separately. Each Transaction-B tape is processed in succession until all have been completed. Then the voucher tape is sorted in order by location. Then the vouchers are prepared for each location listing all of the items received during that month. A total is printed at the bottom of each voucher. For each voucher that is prepared, a credit card is punched in order to credit the Property and Equipment account for the amount billed. For vouchers written to Maintenance, an object and class card is prepared for each item that is processed.

HISTORY TAPE PROGRAM

After each week's business, the information from the Transaction-B tape is merged into a history tape. The history tape contains

all of the transactions that were processed during the current fiscal year. Transactions that are recorded are parts received, parts issued and credit memos. The listing is controlled by giving the inclusive numbers of the parts that are to be listed. These numbers are punched into control cards that control the listing.

STATUS LIST

This is a program to list the complete inventory record. Any section of the master inventory tape can be listed by making control cards that give the starting and stopping point. This program is used when it is desired to take a physical inventory.

PHYSICAL INVENTORY ADJUSTMENT

When it is desired to take a physical inventory, a status list is requested on two-part paper. One part of this list is cut off so that the quantities do not show. Then the people taking the physical inventory indicate the quantity of each part that is actually on hand. The sheets are then put back together so that a visual comparison can be made. After this the actual quantities for each item are punched on cards. The physical inventory adjustment program adjusts the quantity to the actual amount on hand. While doing this, it prints a gain and loss record. From the time that the listing is made until the physical inventory adjustment program is run, no transactions are allowed on those parts that are being inventoried.

ANNUAL UPDATE

This program is used once each year. At the end of the fiscal year to take the quantity issued this year and move it into the quantity issued last year, then the quantity issued this year is set to zero.

CATALOG

This program is used to list the catalog. The catalog can be listed on masters or on stock paper.

INSTRUCTIONS FOR USING CENTRAL STORES INVENTORY CHANGE SHEET

- 01 This will replace the size with the new information given. Use 15 spaces.
- 02 This will replace the description with the new description given. Use 40 spaces.
- 03 This will replace all of the minimum quantity field with the new information given. Use a total of 18 spaces. The first five are the minimum quantity, the next two are the beginning month, the following two are the ending month. Then there are another five for minimum quantity, two more for beginning month and two more for ending month.
- 04 This type of change will replace the bin number with the information given. Use 5 spaces.
- 05 This type of change will be used to indicate whether for stock or non-stock in the field. An "N" placed in the first position of the field will indicate non-stock. If the field is left blank, it will indicate that this item can be stocked in the field. An "R" in this field indicates that this item is a cross reference and no issues can be made. An "A" in this field indicates that this item cannot be charged to A-equipment.
- 06 This item will be used to change the quantity -- both the quantity on hand and the price quantity. It will be added to or subtracted from the amount in the appropriate fields. It will be seven digits long and must be indicated plus or minus over the last position. If the change is minus and there is not sufficient quantity in either the quantity on hand or the price quantity, this change will not be processed.
- 07 The present unit price will be replaced by the information given in this field. Use 7 positions.
- 08 The last unit price will be replaced by the information given in this field. Use 7 places.
- 09 This change will drop an item from the inventory. No further information need be written for this type of change. When an item is dropped, the following information will be printed: The quantity on hand, price quantity and unit price as well as the manufacturer code and serial number for this item.
- 10 This type of change will cancel an on-order condition. The purchase order number should be indicated in the first six

positions. If the purchase order number cannot be found, this change will not be processed.

- 11 This type of change will be used to cancel a back order. The first six positions should be used to indicate the requisition number. If this requisition cannot be found in this record, this change will not be processed.
- 12 This type of change will be used to remove a vendor number from a record. The first five digits should be used to indicate the vendor number. If this vendor number cannot be located in the record, this change will not be processed.
- 13 This type of change will be used to cancel a received-but-not-priced item. The first six digits should be used to indicate the purchase order number. The quantity indicated with this purchase order number will be subtracted from the quantity on hand. If this subtraction causes the quantity on hand to become minus or if the purchase order number cannot be found, this change will not be processed.
- 14 This change will be used to add or subtract from the quantity on hand only. There should be seven digits indicated with a plus or minus over the last position. If this change causes the quantity on hand to go negative, this change will not be processed.
- 15 This will cause the quantity indicated to be added or subtracted to the price quantity only. There should be seven digits indicated with a plus or minus over the position. If this change causes the price quantity to become negative, it will not be processed.
- 16 This type of change will drop an item from the serial number tape only. It should only be used when two items with different part numbers have been given the same serial number and an error is indicated as a result of running the master program. This type of change should never be used when it is desired to drop an item from the inventory. If this item cannot be found on the serial number tape, this change will not be processed.

INVENTORY DATA SHEET

SERIAL NO.	DESCRIPTION										CODE	MFG. PART NO.	
	SIZE	MIN. QTY.	FROM	TO	MIN. QTY.	FROM	TO	BIN	N				1
													2
SERIAL NO.	DESCRIPTION										CODE	MFG. PART NO.	
	SIZE	MIN. QTY.	FROM	TO	MIN. QTY.	FROM	TO	BIN	N				1
													2
SERIAL NO.	DESCRIPTION										CODE	MFG. PART NO.	
	SIZE	MIN. QTY.	FROM	TO	MIN. QTY.	FROM	TO	BIN	N				1
													2
SERIAL NO.	DESCRIPTION										CODE	MFG. PART NO.	
	SIZE	MIN. QTY.	FROM	TO	MIN. QTY.	FROM	TO	BIN	N				1
													2
SERIAL NO.	DESCRIPTION										CODE	MFG. PART NO.	
	SIZE	MIN. QTY.	FROM	TO	MIN. QTY.	FROM	TO	BIN	N				1
													2
SERIAL NO.	DESCRIPTION										CODE	MFG. PART NO.	
	SIZE	MIN. QTY.	FROM	TO	MIN. QTY.	FROM	TO	BIN	N				1
													2
SERIAL NO.	DESCRIPTION										CODE	MFG. PART NO.	
	SIZE	MIN. QTY.	FROM	TO	MIN. QTY.	FROM	TO	BIN	N				1
													2
SERIAL NO.	DESCRIPTION										CODE	MFG. PART NO.	
	SIZE	MIN. QTY.	FROM	TO	MIN. QTY.	FROM	TO	BIN	N				1
													2
SERIAL NO.	DESCRIPTION										CODE	MFG. PART NO.	
	SIZE	MIN. QTY.	FROM	TO	MIN. QTY.	FROM	TO	BIN	N				1
													2

KEYPUNCH INSTRUCTIONS

Job Name Central Stores Inventory

Input Document Inventory Data Sheet Budget Code 26-08

Card 5081 Color Natural

Inventory Data Card No. 2

Serial No	Size	MIN QTY			MIN QTY			Bin No	CONTROL CODE	SKIP	MFG CODE	Mfg. Part No.	SKIP	Z
		Qty	FOR	LO	Qty	FOR	LO							
000000	00000000000000000000	000000	0000	00	000000	0000	00	000000	00	00	00000000000000000000	000000000000000000		
111111	11111111111111111111	111111	1111	11	111111	1111	11	111111	11	11	11111111111111111111	111111111111111111		
222222	22222222222222222222	222222	2222	22	222222	2222	22	222222	22	22	22222222222222222222	222222222222222222		
333333	33333333333333333333	333333	3333	33	333333	3333	33	333333	33	33	33333333333333333333	333333333333333333		
444444	44444444444444444444	444444	4444	44	444444	4444	44	444444	44	44	44444444444444444444	444444444444444444		
555555	55555555555555555555	555555	5555	55	555555	5555	55	555555	55	55	55555555555555555555	555555555555555555		
666666	66666666666666666666	666666	6666	66	666666	6666	66	666666	66	66	66666666666666666666	666666666666666666		
777777	77777777777777777777	777777	7777	77	777777	7777	77	777777	77	77	77777777777777777777	777777777777777777		
888888	88888888888888888888	888888	8888	88	888888	8888	88	888888	88	88	88888888888888888888	888888888888888888		
999999	99999999999999999999	999999	9999	99	999999	9999	99	999999	99	99	99999999999999999999	999999999999999999		

MID-CONTINENT 5081

Num
Alpha

Field Duplicate

Col. 1-6 and 47-67 are duplicated from Card No. 1.

Special Instructions

Col. 45 may be blank, A, N or R.

-70-
CENTRAL STORES INVENTORY
CHANGE SHEET

Mfg. Part No.

Size 01 Min.Qty.03

Desc. 02

Stock	05	<input type="checkbox"/>	Drop	09	<input type="checkbox"/>	Drop Serial	Only	16	<input type="checkbox"/>
Quantity	06	<input type="text"/>	[±]	Bin	04	<input type="text"/>			
Unit Price	07	<input type="text"/>		Vendor	12	<input type="text"/>			
Last Unit Price	08	<input type="text"/>		On Order	10	<input type="text"/>			
On Hand Only	14	<input type="text"/>	[±]	Back Order	11	<input type="text"/>			
Price Qty. Only	15	<input type="text"/>	[±]	Rec'd-Not-Priced	13	<input type="text"/>			

CENTRAL STORES INVENTORY
CHANGE SHEET

Mfg. Part No.

Size 01 Min.Qty.03

Desc. 02

Stock	05	<input type="checkbox"/>	Drop	09	<input type="checkbox"/>	Drop Serial	Only	16	<input type="checkbox"/>
Quantity	06	<input type="text"/>	[±]	Bin	04	<input type="text"/>			
Unit Price	07	<input type="text"/>		Vendor	12	<input type="text"/>			
Last Unit Price	08	<input type="text"/>		On Order	10	<input type="text"/>			
On Hand Only	14	<input type="text"/>	[±]	Back Order	11	<input type="text"/>			
Price Qty. Only	15	<input type="text"/>	[±]	Rec'd-Not-Priced	13	<input type="text"/>			

KEYPUNCH INSTRUCTIONS

Job Name Central Stores Inventory
 Input Document Inventory Change Sheet Budget Code 26-08
 Card 5081 Color Natural

Inventory Change Card

SKIP	DATA	MFG CODE NO	MFG PART NO	CHANGE TYPE	SKIP	4
0	0	0	0	0	0	0
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9

MID-CONTINENT 5081

Field Duplicate

- Duplicate a 4 in Col. 80.
- Duplicate Col. 47-67 for changes from the same sheet.
- Special Instructions

Start all change date in Col. 6. Skip unused portion of field.

IOWA STATE HIGHWAY COMMISSION
Property and Equipment Department
AMES, IOWA

PURCHASE ORDER

PRICE COPY

No.

Date _____

SHOW ABOVE PURCHASE ORDER NUMBER ON INVOICE.

COLLECT SHIPMENTS WILL NOT BE ACCEPTED

If F. O. B. shipping point, PREPAY TRANSPORTATION CHARGES AND ADD TO INVOICE. Prepare invoice showing description of items in addition to catalog number. Mail invoice to: IOWA STATE HIGHWAY COMMISSION, P. & E. Department, Ames, Iowa.

Deliver to
 Iowa Highway
 Comm. c/o _____

RECEIVING DEPT. _____ GARAGE _____

Address _____

To _____

VENDOR NO. _____

Address _____

City & State _____

Date Rec'd	Qty Rec'd	Quantity Ordered	Mfg. No. Or Size	Item	Mfg. Code No.	Hwy. Comm. Stock No.	Unit Price	Amount

Computing Center On Order

Computing Center Received

Computing Center Price

PROPERTY AND EQUIPMENT DEPARTMENT — OFFICE RECORD

Mail to _____

Req. No. _____

Address _____

County _____

Quotation Schedule No. _____ Comm. Min. _____

Dept. _____

Contract Date _____ Contract No. _____

Equip. No. or Proj. No. _____

KEYPUNCH INSTRUCTIONS

Job Name Central Stores Inventory

Input Document Purchase Order (pink copy) Budget Code 26-08

Card 5081 Color Natural

On Order Card

Purchase order No	Receiving Dept			DATE			Vendor No	Qty ordered	Buy Com. Stock No
	DEPT	DEPT	DEPT	MO	DAY	YR			
000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
111111	111111	111111	111111	111111	111111	111111	111111	111111	111111
222222	222222	222222	222222	222222	222222	222222	222222	222222	222222
333333	333333	333333	333333	333333	333333	333333	333333	333333	333333
444444	444444	444444	444444	444444	444444	444444	444444	444444	444444
555555	555555	555555	555555	555555	555555	555555	555555	555555	555555
666666	666666	666666	666666	666666	666666	666666	666666	666666	666666
777777	777777	777777	777777	777777	777777	777777	777777	777777	777777
888888	888888	888888	888888	888888	888888	888888	888888	888888	888888
999999	999999	999999	999999	999999	999999	999999	999999	999999	999999

Num Alpha

Field Duplicate
Duplicate a 16 in Col. 79-80.
Duplicate Col. 1-23 for all items on a purchase order.

Special Instructions
Col. 12 may be blank.

Place keypunch and verifier stamp in box labeled "Computing Center On Order".

A large "X" in this box means do not punch on order cards for this purchase order.

KEYPUNCH INSTRUCTIONS

Job Name Central Stores Inventory

Input Document Purchase Order (pink copy) Budget Code 26-08

Card 5081 Color Natural

Received By Purchase Order Card

Purchase Order No	Receiving Dept				Date Received			Vendor No	Qty Received	MFG CODE NO	Hwy Comm. Stock No	CANCEL	26
	Sen	Dept	Locat	POC	Mo	DAY	YR						
0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9

Num Alpha Cr

Field Duplicate

Duplicate a 26 in Col. 79-80.

Duplicate Col. 1-23 for all items on a purchase order.

Special Instructions

Col. 12 may be blank.

Do not punch cards for lines that have zero or blank indicated in quantity received unless "cancel balance" is written on that line. For all lines that have "cancel balance" punch a "C" in Col. 78.

Place keypunch and verifier stamp in box labeled "Computing Center Received".

A large "X" in this box means do not punch received cards for this purchase order.

KEYPUNCH INSTRUCTIONS

Job Name Central Stores Inventory

Input Document Purchase Order (pink copy) Budget Code 26-08

Card 5081 Color Natural

Price Card

Purchase Order No	Receiving Dept		Date			Vendor No	SKIP	Qty Received	MFG CODE No	Hwy Comm Stock No	SKIP	Total Price	CANCEL	36
	LOCAT	Gen	Mo	DAY	YE									
000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
111111	111111	111111	111111	111111	111111	111111	111111	111111	111111	111111	111111	111111	111111	111111
222222	222222	222222	222222	222222	222222	222222	222222	222222	222222	222222	222222	222222	222222	222222
333333	333333	333333	333333	333333	333333	333333	333333	333333	333333	333333	333333	333333	333333	333333
444444	444444	444444	444444	444444	444444	444444	444444	444444	444444	444444	444444	444444	444444	444444
555555	555555	555555	555555	555555	555555	555555	555555	555555	555555	555555	555555	555555	555555	555555
666666	666666	666666	666666	666666	666666	666666	666666	666666	666666	666666	666666	666666	666666	666666
777777	777777	777777	777777	777777	777777	777777	777777	777777	777777	777777	777777	777777	777777	777777
888888	888888	888888	888888	888888	888888	888888	888888	888888	888888	888888	888888	888888	888888	888888
999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999	999999

Field Duplicate

Duplicate a 36 in Col. 79-80.

Duplicate Col. 1-23 for all items on a purchase order.

Special Instructions

Col. 12 may be blank.

Do not punch cards for lines that have zero or blank indicated in quantity received unless "cancel balance" is written on that line. For all lines that have "cancel balance", punch a "C" in Col. 78.

Place keypunch and verifier stamp in box labeled "Computing Center Price".

A large "X" in this box means do not punch price cards for this.

IOWA STATE HIGHWAY COMMISSION CREDIT MEMO

County _____
(Maint Use Only)

Credit Memo No _____

Returned to _____

Address _____

DEPT	GARAGE

MONTH	DAY	YEAR

Returned by _____

Address _____

DEPT	GARAGE

Construction Use Only	Proj No.	County
-----------------------	----------	--------

Quantity Returned	MFG Code	MFG Part No. or Hwy. Comm. Stock No	Description	Unit Price	Amount	Credit * To Classification	Maint	
							Sec.	Unit

- * Classifications**
- A 00000 MAINT
 - B 00000 CONST or other Dept.
 - STOCK

SIGNED _____

P & E COPY

KEYPUNCH INSTRUCTIONS

Job Name Central Stores Inventory

Input Document Credit Memo (white copy) Budget Code 26-08

Card 5081 Color Natural

Credit Memo Card

Credit Memo No	Returned To		Returned by		Project No	County	Qty Returned	Total Price	Mfg Code No	MFG PART NO	Credit To Classif	Maint		
	Location	Location	Location	Location								SECT	UNIT	SKIP
000000	000000	000000	000000	000000	0000000000000000000000	00	000000	000000	0000	0000000000000000000000	000000	00	00	00
123456	010112	030304	050506	070708	1111111111111111111111	11	111111	111111	1111	1111111111111111111111	111111	11	11	11
222222	222222	222222	222222	222222	2222222222222222222222	22	222222	222222	2222	2222222222222222222222	222222	22	22	22
333333	333333	333333	333333	333333	3333333333333333333333	33	333333	333333	3333	3333333333333333333333	333333	33	33	33
444444	444444	444444	444444	444444	4444444444444444444444	44	444444	444444	4444	4444444444444444444444	444444	44	44	44
555555	555555	555555	555555	555555	5555555555555555555555	55	555555	555555	5555	5555555555555555555555	555555	55	55	55
666666	666666	666666	666666	666666	6666666666666666666666	66	666666	666666	6666	6666666666666666666666	666666	66	66	66
777777	777777	777777	777777	777777	7777777777777777777777	77	777777	777777	7777	7777777777777777777777	777777	77	77	77
888888	888888	888888	888888	888888	8888888888888888888888	88	888888	888888	8888	8888888888888888888888	888888	88	88	88
999999	999999	999999	999999	999999	9999999999999999999999	99	999999	999999	9999	9999999999999999999999	999999	99	99	99

Num
C pha

Field Duplicate
 Duplicate a 7 in Col. 80.
 Duplicate Col. 1-36 for all items on a credit memo.

Special Instructions
 Col. 12 or 18 may be blank.

Punch the project number and county number when indicated. Use all special characters listed substituting slashes for parenthesis. The credit to classification column should have only one of the following things punched. A or J with five digits, the word STOCK, three digits, a dash and two digits or may be blank.

If "No" is written on any line, that line should not be punched.

IOWA STATE HIGHWAY COMMISSION INTERDEPARTMENTAL REQUISITION

Shipping Agent _____ DEPT _____ GARAGE _____

Address _____ DEPT _____ GARAGE _____

Receiving Agent _____ DEPT _____ GARAGE _____

Address _____ DEPT _____ GARAGE _____

County _____
(Maint Use Only)

Requisition No. **4804 G**

Date Ordered

MONTH	DAY	YEAR

Date Shipped

MONTH	DAY	YEAR

Construction Use Only	Proj No.	County
-----------------------	----------	--------

Quantity Received	Quantity Ordered	MFG Code	MFG Part No. or Hwy. Comm. Stock No	Description	Unit Price	Amount	Charge * To Classification	Maint		Purchase Order No
								Sec	Unit	

***Classifications**
 A 00000 MAINT
 B 00000 CONST or other Dept.
 STOCK

P & E COPY

SIGNED _____

-78-

KEYPUNCH INSTRUCTIONS

Job Name Central Stores Inventory

Input Document Requisition (white copy) Budget Code 26-08

Card 5081 Color Natural

Requisition Card

Regn No	shipped by		shipped to		Project No	County	Qty Shipped	Qty ordered	Mfg. code No	Mfg. Part No	Charge to Classif.	MAINT		IB
	LOCAT	LOCAT	LOCAT	LOCAT								Sect	Unit	
000000	00	00	00	00	0000000000000000000000	00	000000	000000	0000	0000000000000000000000	00000000	00	00	00
111111	11	11	11	11	1111111111111111111111	11	111111	111111	1111	1111111111111111111111	11111111	11	11	11
222222	22	22	22	22	2222222222222222222222	22	222222	222222	2222	2222222222222222222222	22222222	22	22	22
333333	33	33	33	33	3333333333333333333333	33	333333	333333	3333	3333333333333333333333	33333333	33	33	33
444444	44	44	44	44	4444444444444444444444	44	444444	444444	4444	4444444444444444444444	44444444	44	44	44
555555	55	55	55	55	5555555555555555555555	55	555555	555555	5555	5555555555555555555555	55555555	55	55	55
666666	66	66	66	66	6666666666666666666666	66	666666	666666	6666	6666666666666666666666	66666666	66	66	66
777777	77	77	77	77	7777777777777777777777	77	777777	777777	7777	7777777777777777777777	77777777	77	77	77
888888	88	88	88	88	8888888888888888888888	88	888888	888888	8888	8888888888888888888888	88888888	88	88	88
999999	99	99	99	99	9999999999999999999999	99	999999	999999	9999	9999999999999999999999	99999999	99	99	99

m
pha

Field Duplicate
 Duplicate 18 in Col. 79-80.
 Duplicate Col. 1-36 for all items on a requisition.

Special Instructions
 Col. 12 or 18 may be blank.

Punch the project number and county number when indicated. Use all special characters substituting slashes for parenthesis. The charge to classification column should have only one of the following things punched. A or J with five digits, the word STOCK, three digits, a dash and two digits, or may be blank.

If anything has been entered in the right-most column, punch a "C" in Col. 78.

If "no" is written at the left of any line, that line should not be punched.

BACK ORDER SLIP

LA VERNE WERHAN DECORAH WINNESHIEK

MFG CODE 002 SERIAL 570900 MFG PART NO 570900

DESCRIPTION BOLT HOOK FOR SADDLE TANK SIDE MOUNTS SIZE 400

DATE OF BACK ORDER 08-30-63 DATE SHIPPED - - REQN NO 08106D

SHIP TO 0 24 96 1 PROJECT NO COUNTY

QUANTITY ORDERED 00002 QUANTITY SHIPPED QTY BACK ORDERED 00002

CHARGE TO CLASSIFICATION A09321 MAINT SEC UNIT CANCEL

KEYPUNCH INSTRUCTIONS

Job Name Central Stores Inventory

Input Document Back Order Slip (White copy) Budget Code 26-08

Card 5081 Color Natural

Back Order Card

Regn No	Shipped by				Shipped to				Project No	County	Qty Shipped	Qty Back Ordered	Mfg Code No	Mfg Part No	Charge to Classif	Maint			28
	SECT	DEPT	PLANT	STOCK	SECT	DEPT	PLANT	STOCK								SECT	UNIT	CANCEL	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	2	2	4	6	7	9	9	10	11	12	13	14	15	16	17	18	19	20	21
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
MID-CONTINENT																5081			

im
pha

Field Duplicate
Duplicate 9 24 10 in Col. 7-11. Leave Col. 12 blank.
Duplicate 28 in Col. 79-80.

Special Instructions

Col. 18 may be blank.

If yes has been indicated to the right of cancel, punch a "C" in Col. 78.

TAPE STORAGE LAYOUT

C	H	C	H	C	H	C1	C2	H1	H2	C	H1	H2	H3	H4	H5	C	H	
Serial No	Data Tape Sorted	Trans-A Sorted	Master				Transaction-B					Voucher						

C1	C2	C3	C4	H1	H2	H3	H4
Inventory History							

CENTRAL STORES INVENTORY
CHECK LIST

For Week Ending _____

		Date Completed	By
1. Data cards to tape	1401 Utility		
2. Sort Data Tape	1410 Sort 11		
3. Serial No. Program	1410 26302		
4. Sort Transaction-A Tape	1410 Sort 11		
5. Master Program	1410 26303		
6. Inventory Output Program	1410 26304		
7. Sort Stock Transfers	1410 Sort 11		
8. List Stock Transfers	1410 26230		
9. Price List	1401 26325		
10. History Tape Program	1410 26340		

MONTHLY CHECK LIST

For Month of _____

1. Make Voucher Tape and List Construction Vouchers	1410 26235		
2. Sort Voucher Tape	1410 Sort 11		
3. List Vouchers	1410 26240		

SET-UP SHEET

Project No. 26-08 _____ 1401 1410 Step 1 of 1 _____

Job Description Central Stores Inventory _____

Data Preparation Use collator to find cards for back orders. Sort
cards by part number and mfg. Col. 67-47. _____

Program Back orders _____ No. 26204 _____

Printer Four-part, four-color 8 1/2 x 3 2/3 _____ Punch NA _____

Alignment Position 1 prints near left perforation _____

Carriage Tape Overflow tape for 3 2/3 length _____ No. _____

Drive # 1 _____ Serial No. Tape _____

Drive # _____

Drive # _____

Drive # _____

Drive # _____

Drive # _____

Remarks _____

TAPE LABELS

Drive # 1 Input Output

Replace in current file.

JOB NO. Central Stores				OPER. NO.	REEL NO. 1 of 1
JOB NAME Serial No.					
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

SET-UP SHEET

Project No. 26-08 _____ 1401 1410 Step 1 of 10

Job Description Central Stores Inventory _____

Data Preparation Use all central stores inventory cards for week. _____

Program 1401 card to tape utility _____ No. _____

with control card to provide one card per record _____

Printer Regular wide _____ Punch NA _____

Alignment _____

Carriage Tape Regular _____ No. _____

Drive # Scratch reel (no header needed) _____

Drive # _____

Drive # _____

Drive # _____

Drive # _____

Drive # _____

Remarks _____

TAPE LABELS

Drive # 1 Input Output

JOB NO. Central Stores				OPER. NO.	REEL NO. 1 OF 1
JOB NAME Data					
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE
COMMENTS Not Sorted					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

SET-UP SHEET

Project No. 26-08 1401 1410 Step 2 of 10

Job Description Central Stores Inventory

Data Preparation

Program 1410 Sort 11 No.

Printer NA Punch NA

Alignment

Carriage Tape No.

Drive # 1 Data tape from Step 1. Save until successful completion
of Step 3. Then move to available (no header).

Drive # 2 Scratch (No header)

Drive # 3 Scratch (no header)

Drive # 4 Scratch (no header)

Drive #

Drive #

Remarks

TAPE LABELS

Drive #
As noted

Input Output

JOB NO. Central Stores				OPER. NO.	REEL NO. 1 OF 1
JOB NAME Data					
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE
COMMENTS Sorted					

Drive #

Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive #

Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive #

Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive #

Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive #

Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

SET-UP SHEET

Project No. 26-08 1401 1410 Step 3 of 10

Job Description Central Stores Inventory

Data Preparation Mark List

"Error List 1"

Program Serial No. No. 26302

Printer Regular wide Punch NA

Alignment

Carriage Tape Regular No.

Drive #1 Serial No. in

Drive #2 Scratch

Drive #3 Scratch

Drive #4 Transaction-B in (Will finish first)

Drive #5 Data in (Will not begin until Transaction-B is done)

Drive #

Remarks

TAPE LABELS

Drive # 1 Input Output

Mark historical when job is done.
Replace present historical with
this tape. Move historical to
available.

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 of 1
JOB NAME Serial No.						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # 2 Input Output

Replace in current file.

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 of 1
JOB NAME Serial No.						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # 3 Input Output

Leave mounted for next step.

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 of 1
JOB NAME Transaction A						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS Not sorted						

Drive # 4 Input Output

Replace in file when complete.

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 of 1
JOB NAME Transaction-B						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # 5 Input Output

Replace in current file.
Move current to historical.
Move historical to available
(no header).

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 of 1
JOB NAME Data						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS Sorted						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

SET-UP SHEET

Project No. 26-08 _____ 1401 1410 Step 4 of 10

Job Description Central Stores Inventory _____

Data Preparation _____

Program 1410 Sort 11 _____ No. _____

Printer NA _____ Punch NA _____

Alignment _____

Carriage Tape _____ No. _____

Drive # 1 Transaction-A tape From Step 3. Save tape until
successful completion of Step 5, then move to available.

Drive # 2 Scratch (no header)

Drive # 3 Scratch (no header)

Drive # 4 Scratch (no header)

Drive # _____

Drive # _____

Remarks _____

TAPE LABELS

Drive #
As noted

Input Output

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 of 1
JOB NAME Transaction-A						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS Sorted						

Drive #

Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive #

Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive #

Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive #

Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive #

Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

SET-UP SHEET

Project No. 26-08 1401 1410 Step 5 of 10

Job Description Central Stores Inventory

Data Preparation Mark List

"Error List 2"

Program Master No. 26303

Printer Regular wide Punch NA

Alignment

Carriage Tape Regular No.

Drive # 1 Master input (two reels)

Drive # 2 Scratch (two reels)

Drive # 3 Transaction-A in

Drive # 4 Scratch

Drive #

Drive #

Remarks

TAPE LABELS

Drive # 1 Input Output
 Mark historical when done. Replace
 present historical with this tape.
 Move historical to available.

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 OF 2
JOB NAME Master						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # 2 Input Output
 Use in Step 9 on 1401

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 OF 2
JOB NAME Master						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # 3 Input Output
 Move this tape to current file.
 Move current to historical.
 Move historical to available.

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 OF 1
JOB NAME Transaction-A						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS Sorted						

Drive # 4 Input Output
 Leave mounted for next step.

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 OF 1
JOB NAME Transaction-B						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

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SET-UP SHEET

Project No. 26-08 _____ 1401 1410 Step 6 of 10

Job Description Central Stores Inventory _____

Data Preparation Need to order list is printed first, gain and loss report is second. A and job cards are punched in Pocket 4. Unfinished jobs are punched in Pocket 8. _____

Program Inventory Output Program _____ No. 26304 _____

Printer Regular wide _____ Punch 5081 _____

Alignment _____

Carriage Tape Regular _____ No. _____

Drive # 1 Transaction-B Input _____

Drive # 2 Scratch _____

Drive # _____

Drive # _____

Drive # _____

Drive # _____

Remarks _____

TAPE LABELS

Drive # 1 Input Output
 Place in current.
 Move current to historical 1
 Move historical 1 to Historical 2,
 etc.

JOB NO. Central Stores				OPER. NO.	REEL NO. 1 OF 1
JOB NAME Transaction-B					
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE
COMMENTS					

Drive # 2 Input Output
 Leave mounted for next step.

JOB NO. Central Stores				OPER. NO.	REEL NO. 1 OF 1
JOB NAME Transfers					
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE
COMMENTS Not sorted					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

SET-UP SHEET

Project No. 26-08 1401 1410 Step 7 of 10

Job Description Central Stores Inventory

Data Preparation

Program Sort 11 No.

Printer NA Punch NA

Alignment

Carriage Tape No.

Drive # 1 Transfers Save until successful completion of Step 8 -
then move to available.

Drive # 2 Scratch (no header)

Drive # 3 Scratch (no header)

Drive # 4 Scratch (no header)

Drive #

Drive #

Remarks

TAPE LABELS

Drive # Input Output
As noted

Leave mounted for next step.

JOB NO.				OPER. NO.	REEL NO.
Central Stores					1 OF 1
JOB NAME					
Transfers					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
		X			
COMMENTS					
Sorted					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

SET-UP SHEET

Project No. 26-08 1401 1410 Step 8 of 10

Job Description Central Stores Inventory

Data Preparation

Program List stock transfers No. 26230

Printer Regular wide, two-part Punch NA

Alignment

Carriage Tape Regular No.

Drive #1 Transfers

Drive #

Drive #

Drive #

Drive #

Drive #

Remarks

TAPE LABELS

Drive # 1 Input Output

Move to available.

JOB NO.				OPER. NO.	REEL NO.
Central Stores					1 of 1
JOB NAME					
Transfers					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
		X			
COMMENTS					
Sorted					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

SET-UP SHEET

Project No. 26-08 1401 1410 Step 9 of 10

Job Description Central Stores Inventory

Data Preparation

Program Price List No. 26325

Printer Regular wide Punch NA

Alignment

Carriage Tape regular No.

Drive # 1 Master (two reels)

Drive #

Drive #

Drive #

Drive #

Drive #

Remarks

TAPE LABELS

Drive # 1 Input Output

Place in current when done.
Move current to historical
Move historical to available.

JOB NO.				OPER. NO.	REEL NO.
Central Stores					1 of 2
JOB NAME					
Master					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
		X			
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

SET-UP SHEET

Project No. 26-08 1401 1410 Step 10 of 10

Job Description Central Stores Inventory

Data Preparation

Program History Tape Program No. 26340

Printer NA Punch NA

Alignment

Carriage Tape No.

Drive #1 Transaction-B in

Drive #2 History in

Drive #3 Scratch

Drive #

Drive #

Drive #

Remarks

TAPE LABELS

Drive # 1 Input Output

Replace in current file.

JOB NO. Central Stores				OPER. NO.	REEL NO. 1 OF 1
JOB NAME Transaction-B					
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE
COMMENTS					

Drive # 2 Input Output

Place in historical file.
Move historical to available

JOB NO. Central Stores				OPER. NO.	REEL NO. 1 OF
JOB NAME History					
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE
COMMENTS					

Drive # 3 Input Output

Place in current file.

JOB NO. Central Stores				OPER. NO.	REEL NO. 1 OF
JOB NAME History					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

SET-UP SHEET

Project No. 26-08 _____ 1401 1410 Step 1 of 3

Job Description Central Stores Inventory _____

Data Preparation Message will ask "IS THERE ANOTHER REEL OF TRANS-B -
YES OR NO". _____

Cards punched will be Property and Equipment class cards. _____

Program Make voucher tape and list construction vouchers. 26235 _____

Printer Salmon vouchers _____ Punch 5081 _____

Alignment _____

Carriage Tape Voucher Tape _____ No. _____

Drive # 1 Transaction-B in _____

Mount each tape for month in succession _____

Drive # 3 Scratch _____

Drive # _____

Drive # _____

Drive # _____

Drive # _____

Remarks _____

TAPE LABELS

Drive # 1 Input Output

Remove in file from which removed.

JOB NO.				OPER. NO.	REEL NO.
Central Stores					1 OF 1
JOB NAME					
Transaction-B					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
		X			
COMMENTS					

Drive # 3 Input Output

Leave mounted for next step.

JOB NO.				OPER. NO.	REEL NO.
Central Stores					1 OF 1
JOB NAME					
Voucher					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
		X			
COMMENTS					
Not sorted					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO.
					OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

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SET-UP SHEET

Project No. 26-08 1401 1410 Step 2 of 3

Job Description Central Stores Inventory

Data Preparation

Program 1410 Sort 11 No.

Printer NA Punch NA

Alignment

Carriage Tape No.

Drive #1 Voucher Save until successful completion of Step 3
then move to available.

Drive #2 Scratch (no header)

Drive #3 Scratch (no header)

Drive #4 Scratch (no header)

Drive #

Drive #

Remarks

TAPE LABELS

Drive # Input Output
As noted

Leave mounted for next step

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 of 1
JOB NAME Voucher						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS Sorted						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

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SET-UP SHEET

Project No. 26-08 _____ 1401 1410 Step 3 of 3

Job Description Central Stores Inventory _____

Data Preparation _____

Program List vouchers _____ No. 26240 _____

Printer Salmon vouchers _____ Punch 5081 _____

Alignment _____

Carriage Tape Voucher tape _____ No. _____

Drive # 1 Voucher _____

Drive # _____

Drive # _____

Drive # _____

Drive # _____

Drive # _____

Remarks _____

TAPE LABELS

Drive # 1 Input Output

Move to current file.
Move current to historical
Move historical to available.

JOB NO Central Stores				OPER. NO.	REEL NO. 1 OF 1
JOB NAME Voucher					
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE
COMMENTS Sorted					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

Drive # Input Output

JOB NO.				OPER. NO.	REEL NO. OF
JOB NAME					
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE
COMMENTS					

CONSOLE MESSAGES

MESSAGE	ACTION
Type the starting voucher number for Maintenance, five spaces.	Obtain starting voucher number from Accounting.
Type the starting invoice number for Maintenance, four spaces.	Obtain from Accounting.
Type today's date: month, day, year, six spaces.	Example: 10 04 63
Type the month of period covered, 20 spaces.	Example: October 1963
After completing the Maintenance vouchers, the following will type:	
Type the starting voucher number for E & A, five spaces.	Obtain from Accounting.
Type the starting invoice number for E & A, four spaces.	Obtain from Accounting. Use one higher than last number used for construction vouchers, if any.

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SET-UP SHEET

Project No. 26-08 ----- 1401 1410 Step 1 of 1 -----

Job Description Central Stores Inventory -----

Data Preparation Control cards indicate starting and stopping point
of list -----

Cc. 1-9 = start ----- Cc. 10-18 = End. -----

Program Status list ----- No. 26326 -----

Printer Regular wide, two part if for taking inv. Punch NA -----

Alignment -----

Carriage Tape Regular ----- No. -----

Drive # 1 Master (two reels) -----

Drive # -----

Drive # -----

Drive # -----

Drive # -----

Drive # -----

Remarks -----

TAPE LABELS

Drive # 1 Input Output

Replace in file.

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 OF 2
JOB NAME Master						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

SET-UP SHEET

Project No. 26-08 1401 1410 Step 1 of 1

Job Description Central Stores Inventory

Data Preparation

Program List catalog from tape No. 26212

Printer Narrow six-part or masters Punch NA

Alignment Position 7 is first print position.

Carriage Tape For paper or masters as noted No.

Drive # 2 Master (1 of 2)

Drive # 3 Master (2 of 2)

Drive #

Drive #

Drive #

Drive #

Remarks

TAPE LABELS

Drive # 2 Input Output
Return to current master file.

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 OF 2
JOB NAME Master						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # 3 Input Output
Return to current master file.

JOB NO. Central Stores					OPER. NO.	REEL NO. 2 OF 2
JOB NAME Master						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

SET-UP SHEET

Project No. 26-08 1401 1410 Step 1 of 1

Job Description Central Stores Inventory

Data Preparation Input cards should be in order on CC. 1-9.

Program Physical Inventory Adjustment No. 26330

Printer Regular wide Punch NA

Alignment

Carriage Tape Regular No.

Drive # 1 Master (1 of 2)

Drive #2 Master (2 of 2)

Drive # 3 Scratch

Drive # 4 Scratch

Drive #

Drive #

Remarks

TAPE LABELS

Drive # 1 Input Output

Mark Historical
Release historical to available.

JOB NO.					OPER. NO.	REEL NO.
Central Stores						1 OF 2
JOB NAME						
Master						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
		X				
COMMENTS						

Drive # 2 Input Output

Mark historical.
Release historical to available.

JOB NO.					OPER. NO.	REEL NO.
Central Stores						2 OF 2
JOB NAME						
Master						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
		X				
COMMENTS						

Drive # 3 Input Output

File in current file.

JOB NO.					OPER. NO.	REEL NO.
Central Stores						1 OF 2
JOB NAME						
Master						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
		X				
COMMENTS						

Drive # 4 Input Output

File in current file.

JOB NO.					OPER. NO.	REEL NO.
Central Stores						2 OF 2
JOB NAME						
Master						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
		X				
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO.
						OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO.
						OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

SET-UP SHEET

Project No. 26-08 1401 1410 Step 1 of 1

Job Description Central Stores Inventory

Data Preparation Control cards indicate starting and stopping point
of list.

CC 1-9 = Start. CC 10-18 = End.

Program Program tape list No. 26341

Printer Regular wide Punch NA

Alignment

Carriage Tape Regular No.

Drive # 1 History (can have more than one reel).

Drive #

Drive #

Drive #

Drive #

Drive #

Remarks

TAPE LABELS

Drive # 1 Input Output

Replace in file

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 OF
JOB NAME History						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

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SET-UP SHEET

Project No. 26-08 1401 1410 Step 1 of 1

Job Description Central Stores Inventory

Data Preparation

Program Annual master tape update No. 26342

Printer NA Punch NA

Alignment

Carriage Tape No.

Drive # 1 Master Reel 1 of 2

Drive # 2 Master Reel 2 of 2

Drive # 3 Scratch

Drive # 4 Scratch

Drive #

Drive #

Remarks

TAPE LABELS

Drive # 1 Input Output

Place in permanent storage.

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 OF 2
JOB NAME Master						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # 2 Input Output

Place in permanent storage.

JOB NO. Central Stores					OPER. NO.	REEL NO. 2 OF 2
JOB NAME Master						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # 3 Input Output

Place in current file.

JOB NO. Central Stores					OPER. NO.	REEL NO. 1 OF 2
JOB NAME Master						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # 4 Input Output

Place in current file.

JOB NO. Central Stores					OPER. NO.	REEL NO. 2 OF 2
JOB NAME Master						
DATE WRITTEN	DRIVE	CURR. X	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						

Drive # Input Output

JOB NO.					OPER. NO.	REEL NO. OF
JOB NAME						
DATE WRITTEN	DRIVE	CURR.	HIST.	REL.	JOB DATE	
COMMENTS						