

ANNE ARUNDEL COUNTY SANITARY COMMISSION

Purchasing Division

XX

1 PURCHASE REQUISITIONS

Quantity: 1 file drawer, 1 bundle

Size: Letter size

Dates: 1957...

File Arrangement: By serial number

Audit: Annual outside audit.

Requisitions are prepared in triplicate and distributed as follows:

White original to the Purchasing Division for preparation of the Purchase Order (Item 2)

Yellow copy is retained in the originating office.

Pink copy is held by the employee ordering the material.

The Requisitions are serialized, giving name of the division and name of the person ordering, the date, number of units, description, and the estimated cost per unit and total cost.

Non-stock-materials requisitions are prepared in quadruplicate in the Warehouse and distributed as follows:

White and yellow copies go to Purchasing.

Blue copy is retained at the Warehouse.

Pink copy goes to the receiver of the order.

Copies of all requisitions, except the one filed in the Purchasing Division for preparation of the Purchase Order, are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

The recommendation below applies only to the requisitions filed in the Purchasing Division for preparation of the Purchase Order.

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Approved B.P.W.

6-16-65

1 (cont.) RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

2 COMPANY FILES (PURCHASE ORDERS, RECEIVING REPORTS, AND INVOICES)

Quantity: 16 file drawers
Size: Letter size
Dates: 1957...
File Arrangement: By name of vendor
Audit: Audited in Finance & Accounting

A. Purchase Orders are prepared from the Requisitions (Item 1) in quintuplicate, and are distributed as follows:

White original goes to the vendor.
Yellow and pink copies are retained in the Purchasing Division until the order has been received. Both copies are then forwarded to Finance & Accounting with the pink and yellow copies of the Receiving Report (below) and the invoices. After the check is cut and issued, the yellow copy of the Purchase Order, pink copy of the Receiving Report, and one invoice copy are stamped "paid" and returned to the Company Files in Purchasing. The pink copy of the Purchase Order and the yellow copy of the Receiving Report, with the original invoice copy, are stamped "paid" and held in Finance & Accounting. After the check is signed by the Chairman of the Commission, a Voucher (check) copy is attached to the copies filed in Finance & Accounting.

Orange copy is the diary copy retained in Purchasing.

Blue copy goes to the Storekeeper (Warehouse) as a receiving copy.

B. When the order is received by the Storekeeper (Warehouse), a serialized Receiving Report is prepared in triplicate for both stock and non-stock items and distributed as follows:

White original and the pink and yellow copies go to Purchasing for entry in the Inventory Record. The white original is returned to the Storekeeper.

Pink copy is retained in the Purchasing Division.

Yellow copy is attached to the original invoice and the Purchase Order and filed in Finance & Accounting, as indicated above.

The Company File contains all or some of the following papers:

- Requisition: white original
- Purchase Order: Yellow copy
- Packing Slip
- Receiving Report: Pink copy
- Invoice copy

All papers listed above filed in Purchasing and in the Warehouse, except those filed in the Finance & Accounting Division, as provided for in Schedule C-237, Item 1, are considered nonrecord within the meaning of the statute, and may be destroyed as soon as no longer needed by the office.

3 AUTHORIZATION TO DELIVER MATERIALS (MATERIAL AUTHORIZATION)

Form No.: P-95
Quantity: 2 post binders
Dates: 1957...
File Arr.: By serial number
Audit: Annual outside audit

For long-range sewer, water, and extension projects requiring periodic withdrawal of materials, a serialized Authorization to Deliver Materials sheet is prepared by the Engineering Division in quadruplicate, giving the date, location and description of the project, job number, names of the foreman and the person authorizing the delivery of materials and, in columnar form, the materials assigned to the project, listed according to quantity, unit and SACSC number, with a description of each item, dates of deliveries and the quantity, with totals carried forward, a notation of materials returned and their condition (spoiled, scrap, or good), and net totals of materials used. The four copies are distributed as follows:-

- White original to Storekeeper (Warehouses)
- Yellow copy is retained in Engineering
- Pink copy is forwarded to the Construction Superintendent for Commission projects
- Blue copy to Purchasing

Foreman's Requisitions for Commission projects are issued against the total authorization. Copies of the requisitions (Items 5 and 7) are forwarded to Purchasing for entry on the blue authorization copy, and to Engineering for entry on the yellow copy. After the project is completed and all charges are made, the white copy is forwarded to Finance & Accounting for entries to the accounting records. All copies of this form, except the white copy filed in Finance & Accounting and the blue copy filed in the Purchasing Division, are considered non-record within the meaning of the statute (Ann. Code of Md., 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

The recommendation below applies only to the blue copy filed in the Purchasing Division.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

AUTHORIZATION TO INCREASE, DECREASE, OR DELETE MATERIALS

Quantity: 1 file drawer
Size: 8 1/2" x 11" sheets
Dates: 1957...
Audit: Annual outside audit

If the original Authorization to Deliver Materials (Item 3) is increased, decreased, added to, or deleted, a new form is prepared in the Engineering Division and directed to Stock Control in the Purchasing Division, authorizing the change, the Material Authorization number, and the Material Requisition number. This form is prepared

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(cont.) in quadruplicate and distributed as follows:-

1. To Storekeeper (Warehouse)
2. Remains in Engineering
3. To Stock Control in Purchasing
4. To the Construction Superintendent for Commission projects, or to the Chief Inspector on contract jobs.

The recommendation below applies only to the copy filed in the Stock Control in the Purchasing Division. All other copies are considered nonrecord within the meaning of the statute and may be destroyed as soon as no longer needed by the office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

MATERIAL REQUISITION AND RETURNED MATERIAL SLIP

Forms No. P-94 and P-97

Quantity: 3 file drawers, 1 binder

Dates: 1957...

File Arr.: By requisition number

Audit: Audit in Finance & Accounting

A serialized Material Requisition is issued for short-range projects in which all material required to complete the project is withdrawn at one time, (as distinct from multiple withdrawals, Item 7.)

Requisition copies found in the Finance & Accounting Division are provided for in Schedule C-237, Item 2. Copies filed in all other divisions of the Sanitary Commission are considered nonrecord within the meaning of the statute governing nonrecord material and may be destroyed as soon as no longer needed by the office.

This requisition is prepared by the Engineering Division in quadruplicate and distributed as follows:-

White original goes to the Storekeeper (Warehouse) for entering the notation of withdrawal in the Inventory Record (Item 6).

The white copy then goes to Finance & Accounting for entry in the General Ledger and is retained and filed in that Division.

Yellow copy is retained by Engineering.

Pink and blue copies are forwarded to the division or person requisitioning the material, and retained. When material is returned, a serialized "Returned Material Slip" is prepared in duplicate. The yellow copy is signed as a receipt to the person returning the material, and the white original is used for correction of the Inventory Record (Item 6) and the Authorization to Deliver Materials (Item 5).

The requisition gives the date and job number, the quantity and number of units withdrawn, the stock number, a description of the material, and the cost per unit, with totals.

6 MATERIAL SCRAP REPORT

Form No. P-99
Quantity: 1 file drawer
Size: 5" x 8" sheets
Dates: 1957...
File Arrangement: By serial number
Audit: Annual outside audit

The serialized Material Scrap Report form, prepared in quadruplicate, is used when damaged or worn-out material is returned to the Warehouse. Copies are distributed as follows:-

- White and Yellow to Purchasing
- Blue remains in Warehouse
- Pink as a receipt to person returning the material

This report gives the name of the person returning the item, replacement material supplied, if any, quantity and AACSC number of the item, description, and the name of person issuing replacement. All copies of the Material Scrap Report except the white copy, which is subject to the recommendation below, are considered nonrecord within the meaning of the statute governing nonrecord material and may be destroyed as soon as no longer needed by the office. The Material Scrap Report is used in correction of the Inventory Record (Item 8).

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

7 FOREMAN'S REQUISITIONS

Form No. P-96
Quantity: 3 file drawers, 1 binder
Dates: 1957...
File Arr.: By requisition number
Audit: Audit in Finance & Accounting

A serialized Foreman's Requisition is prepared by the foreman for each withdrawal of material from the Warehouse on long-range projects (as distinct from single withdrawals on Material Requisitions, Item 5). The Foreman's Requisition is prepared in quadruplicate and is distributed as follows:-

White original and pink #1 copy are forwarded to the Storekeeper (Warehouse) for entering the notation of withdrawal in the Warehouse Inventory Record (Item 8), after which the pink copy is filed at the Warehouse and the white copy (original) is forwarded to Purchasing for pricing and correction of the office Inventory Record (Item 8) and the Authorization to Deliver Materials (Item 3). The white copy then goes to Finance & Accounting for entry in the general ledger and is retained and filed in that Division.

Yellow copy is forwarded to Engineering for entry in Engineering's copy of the Authorization to Deliver Materials.

(cont.) Pink #2 and blue copies are retained by the foreman.

The Foreman's Requisition gives the date and job number, the quantity and number of units withdrawn, the stock number and description of the material, and the cost per unit. Requisition copies found in Finance & Accounting are provided for in Schedule C-237, Item 1. Copies filed in all other divisions of the Sanitary Commission are considered nonrecord within the meaning of the statute governing nonrecord material and may be destroyed as soon as no longer needed by the office.

8 INVENTORY RECORD

- Quantity: Magnadex, 3 file tubs (introduced in 1964);
27 visible file drawers (duplicated in the Warehouse)
- Size: 5" x 8" cards
- Dates: 1957...
- File Arr.: By stock number
- Audit: Annual outside audit

The perpetual Inventory Record is posted daily from the Storekeeper's Receiving Reports (Item 2), the original white copies of the Material Requisitions (Item 5), Returned Material and Scrap Reports (Items 5 and 6), and from the Foreman's Requisitions (Item 7), after which the Receiving Reports are filed and the requisitions sent to Finance & Accounting for posting to the stock control records, and then returned to the Storekeeper.

Inventory Record Cards are maintained by both the Purchasing Division and the Storekeeper in the Warehouse. The forms give information in columnar form, as follows:-

1. Inventory Record (Purchasing Division)

- Card Number
- Maximum and minimum quantities
- Name of the material
- Part Number
- Supplier's Name
- Ordered - (Space provided for 120 entries)
 - Date
 - Supplier's Name
 - Order Number
 - Quantity
- Receipts - (Space provided for 120 entries)
 - Date
 - Quantity
 - Order Number
 - Balance Due
 - Net Cost
- Issued - (Space provided for 120 entries)
 - Date
 - Job Number
 - Quantity
 - On hand (balance)
 - A.S.C.S.C. Number
 - Months (arranged in blocks for up-dating inventory)

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out.)

2. Inventory Record (Warehouse)

A.A.C.S.C. Specification Number

Description

Maximum and Minimum Stock

Location

Disbursements and Receipts - (Space provided for 400 entries)

Date

Order or Requisition Number

Quantity In

Quantity Out

Balance on hand

RECOMMENDATION: INVENTORY RECORD CARDS FOR BOTH THE PURCHASING DIVISION (1, above) AND THE WAREHOUSE (2) ARE TO BE RETAINED:---

- A. WHILE CURRENT, (AS LONG AS MATERIAL IS ON HAND), AND FOR THREE YEARS THEREAFTER, THEN DESTROY.
- B. UNTIL REPLACED AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

9

GENERAL FILE

Quantity: 3 file drawers

Size: Letter-size

Dates: 1922...

File Arr.: By subject, title, or name

The General File is composed of the following types of material:-

Inter-office memoranda

Inventory reports and miscellaneous records

Catalogs

General Correspondence

Materials (scrap sold by the Commission)

Receipts of Purchase Orders

Work Sheets for sewer and water projects

Material having continuing administrative or legal value to the operation of the office should be retained until such value ceases. All printed and mimeographed material is considered to be nonrecord within the meaning of the statute governing nonrecord material and may be destroyed as soon as no longer needed by the office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.