

Declassified E.O. 12356 Section 3.3/NND No. 785015

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OFFICE SUPPLIES
JAN. - APR. 1944

118

785015

ALLIED MILITARY GOVERNMENT
INTER OFFICE MEMO

From: Sgt. Edmiston

FILE

18/4/44

OK

File

SUBJECT

TO: Mr. Chiocca

18 APR 1944

I didn't receive your requisition this morning but I am sending you some fasteners out of our morning's requisition. Friday is next requisition day, and I can draw yours at that time. Maybe these will help out in the meantime.

Sgt. Edmiston

Encls: 4 boxes of file fasteners

OK

3697



785015

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

29 February 1944

SUBJECT: Requisition for Supplies.

TO : Supply Officer, Rear HQ., Allied Control Commission, APO 394

3698

1. Request that the Adjutant's Department this HQ. be furnished with the following office supplies immediately since present stock is almost gone, and pending work necessitates the use of these materials.

- 10 Reams of 8 $\frac{1}{2}$ " x 10" Mimeograph Paper. ✓
- 4 Bottles of Mimeograph Ink. ✓
- 2 Reams of long Onion Skin Paper. X
- 5 Reams of short Onion Skin Paper. X
- 4 Padlocks

E. J. Chiocca
E. J. CHIOCCA
CWO, USA
Asst. Adjutant.

462-Office Supplies

785015

REAR HEADQUARTERS
ALLIED CONTROL COMMISSION
APO 394

EJC/lk

In reply refer to:
462

19 February 1944

SUBJECT: Request for Office Supplies

TO: Supply Officer (S-4) Hq., Allied Control Commission

1. The following is a list of office supplies that are required
for use in Adjutant's Office, Rear Hq., Allied Control Commission. (S)

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>
Bands, Rubber	Boxes	10
Books, Note, Stenographers, Horizontal Ruling	Ea	24
Brush, Typewriter		
Machine Dusting, wire handle	Ea	6
Type Cleaning	Ea	3
Cards, Index, Filing, white, ruled		
3 x 5	Ea	2000
5 x 8	Ea	1000
Clips, Paper, wire	Box	20
Crayons, Chalk, School, white	Box	3
Envelopes, Mailing, Official, side opening, printed, 4-1/8 x 9-1/2	Ea	1000
Eradicator, Ink	Sets	2
Erasers, rubber, typewriter, circular with brush	Ea	12
Erasers, pencil, oblong	Ea	10
Fasteners, Acco	Box	12
Folders, File, Manila, Flat type, Plain Bottom	Ea	2000
Ink, Stamp Pad, red, 2 oz bottle	Bottles	4
Ink, Stamp Pad, black, 2 oz bottle	Bottles	4
Ink, writing fluid, blue black, One quart bottle	Bottles	4
Ink, writing fluid, red, 1 pint bottle	Bottles	1
Oil, Typewriter, 2 oz bottle	Bottles	6
Pads, Memorandum, 8 x 10 1/2, ruled	Ea	60
Pads, Memorandum, 3"x5", white	Ea	100
Pads, Memorandum, 6"x9", white	Ea	50

Adj. Office Supplies

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DESCRIPTION	UNIT	QUANTITY
Paper, blotting, standard, type A	Ea	200
Paper, blotting, standard, Moss green, 19" x 24"	Ea	75
Paper, Carbon, Typewriter, black, lightweight		
8" x 10 1/2"	Box	20
8" x 13"	Box	10
Paper, Mimograph		
8" x 10 1/2"	Ream	50
8" x 13"	Ream	50
Paper, Stencil, waxless, dry process Cellulose, blue	Quire	40
Paper, typewriting, bond, sulphate		
8 x 10 1/2	Ream	25
8 x 13	Ream	10
Paper, Manifold, glazed, white		
8 x 10 1/2	Ream	40
8 x 13	Ream	20
Paste, Office, 4 oz jar	Ea	3
Pencils, wood cased, lead, general writing, with rubber, miscellaneous	Gross	3
Pen holders, wood, black and red	Ea	25
Pens, writing, steel, ball point	Gross	1
Pins, office type	Cone	20
Ribbons, typewriter, record, Underwood and Woodstock	Ea	18
Staples, paper, fastening, 1/4 by 1/2"	Box	10
Tacks, thumb, steel	Box	10
Tags, shipping, paper, 2-5/8 x 5-1/4	Ea	100
Paper, gummed, 1" x 800'	Roll	2
Paper, gummed, transparent, mending, 5/8" x 12 yards	Roll	6
Varnish, stencil, correction fluid	Bottle	6
Wax, sealing, type A, 4 oz stick	Ea	10

E. J. CHIOCCA
CWO, USA
Asst Adjutant

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ALLIED FORCE HEADQUARTERS
Military Government Section

RS/eg

MUS 462

17 February 1944.

SUBJECT: Receipt clearance

TO : HQ ACC
APO 394
(Attention Mr CHIOCCA)

1. This section would appreciate your furnishing it a consolidated credit memo receipt of all non-expendable property issued to your Headquarters by S-4, Hq Command AFHQ thru this section.

2. Particular reference is made to three typewriters and 2 rifles, M 1903, Serial Numbers 408134 and 3283520, which were supplied during the latter part of November 1943. (These items were delivered by Cpl. E. MUSCA and other clerk-typists upon their reporting to your Hq for duty).

3. Your cooperation in this matter is requested.

For the Acting Chief of Section:

R. Segalini
R. SEGALINI
1st Lt., CAC

1st Ind

EJC/mar

REAR HQ ALLIED CONTROL COMMISSION APO # 394 U S ARMY 24 Feb 1944
TO: CO. Fwd Bsh. Hq 2675th Regt ACC. APO # 394 U S ARMY

For appropriate action.

For the Chief Commissioner:

E. J. CHIOCCA
CWO AUB
Asst Adj

X
Hq. A.F.H. 2.
Office of the Chief of Section

1515

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FILE UNDER NO. 462 OFFICE SUPPLIES

INDEX SHEET
SYNOPSIS

Letter 29 January 1944 Ref. File No. 26

From: Interior Sub-Commission

To: A. C. C. (A.C.C.)

Requesting Office Equipment & Supplies

3692

DOCUMENT FILED UNDER NO. 413.51 OFFICE MACHINES & EQUIPMENT

INSTRUCTIONS - Under "Synopsis" make brief entry showing date of communication and from whom received and synopsis sufficient to identify the papers. When these index sheets become numerous under a subject they will be entered on to consolidated index sheets and then destroyed.

ORDER NO. 462 - OFFICE SUPPLIES.

INDEX SHEET
SYNOPSIS

Letter 28 January 1944. - Ref. AMG/14021/PS

From: Public Safety Sub-Commission

To: A. C. C. (A.G.)

Requesting additional Office Supplies & Equipment

3691

DOCUMENT FILED UNDER NO. 413.51 - OFFICE MACHINES & EQUIPMENT

INSTRUCTIONS - Under «Synopsis» make brief entry showing date of communication and from whom received and synopsis sufficient to identify the papers. When these index sheets become numerous under a subject they will be entered on the consolidated index sheets and then destroyed.

