SECTION 740-000-001SW ISSUE A, 1-1-68

OVERALL SUPPLIES NUMERICAL INDEX AND CHECKING LIST DIVISIONS 740-749

SECTION

NUMBER ISSUE SUBJECT

740 GENERAL INFORMATION

740-000-001SW A Overall Supplies Numerical Index and Checking List

740-000-901SW A Scope and Plan of Issuing

740-002-901SW A Standardization-Function of the Buildings and Supplies Superintendent

740-002-902SW A General Office Routine-Stationery and Office Supplies

741 SUPPORTING FUNCTIONS

741-002-960SW A Standardization of Forms and Office Supplies-Index

741-002-961SW A Standardization of Forms and Office Supplies

74l-002-962SW A Estimating Requirements of Forms and Office Supplies

741-002-963SW A Preparation and Handling of Form S-9901 (a-f) Authorization for Standard Form (Flat Forms, Card Forms, Envelopes, Etc.)

741-002-964SW A Preparation and Handling of Form SW-9992 (a-f) Authorization for Standard Form (Tab Cards, Continuous Forms, Snapout Forms, Etc.)

741-002-965SW A Preparation and Handling of Form SW-9903 (a-c) Authorization for Standard Form (Tab Cards) When Purchasing Direct from Supplier

Page 1

SECTION 740-000-001SW

74I SUPPORTING FUNCTIONS (Cont'd.)

741-002-966SW A Revising or Canceling

Standard Forms

741-002-967SW	A Requests for Revised Requirements or Disposition of Surplus Stocks
742-040 902SW	A Furniture and Office Equipment-Responsibility For Handling and Recording
742040-901SW	A Furniture and Office Equipment-Annual Inventory
741-004-955SW	A Major Tool Accounts 40C and 60C-Procurement and Controls
741-004-956SW	A Major Tool Accounts 40c and
60C Annual Inventory 742 SUPPLY CONTROLS	
742-001-901SW	A Supply Cost Results Plan - Form E-4674
742-002-001SW	A Service on Western Electric Company Stock Shipments
742-002-960SW	A Schedules for Stationery and Office Supplies Requisition
742-004-920SW	A Field Stock Control Plan
743 SUPPLY ORDERING	
743-001-910SW	A Ordering Plant Supplies and Equipment - Predetermined Accounting
743-001-920SW	A Ordering Mobile Radio
743-001-930SW	A Ordering Poles
743-002-960SW	A Requisitions Covering Printed Matter (Other Than Forms) and Drawings
743-002-961SW Page 2	A Preparation and Approval of Stationery Requisitions
	SECTION 740-000-001SW

743 SUPPLY-ORDERING (Contd.)

743-002-962SW A Editing Stationery Requisitions

743-002-963SW A Miscellaneous Printing and Planographing

744 SUPPLY DISTRIBUTION

744-001-920SW A Distribution of Station Supplies in Exchanges

Not Having an Attended Storeroom

744-002-960SW A Checking Stationery Shipments Upon Receipt of Goods.

744-002-961SW A Receiving and Handling Shipping Receipts

745 MATERIAL RETURNS

745-001-920SW A Return of Station Material to Western Electric Company Under Predetermined Accounting

745-001-930SW A Return of Construction Materials to Western Electric Company

745-001-931SW A Disposition of Scrap Materials

745-002-961SW A Disposition of Surplus and Obsolete Stationery and Office Supplies

745-002-962SW A Returns of Stationery and Office Supplies to the Western Electric Company

Page 3

SECTION 740-000-001SW

746 MISCELLANEOUS

746-0001- OUTSIDE SUPPLIES

746-001-900SW A Plant Supplies-Originating and Handling Claims

746-001-910SW A Local Purchases From Merchants In District Headquarters and Smaller Exchanges

746-001-911SW A Local Purchase - Direct Orders On Supplier

746-001-912SW A Sale of Supplies and General Equipment

746-001-913SW A AX Transactions-Purchases and Sales

746-001-914SW A Disposition of Obsolete and Worn Out Major Items of Supplies, General Equipment, Tools and Test Sets

746-001-915SW A Transferring Supplies and General Equipment

746-001-930SW A Cable Allocation Sequence Lists

746-002 - STATIONERY AND OFFICE SUPPLIES

746-002-960SW A Claims for Shortage,

Damage or Other Irregularities in Shipments of Stationery and Office Supplies

746-004 - TOOLS AND TEST SETS

746-004-950SW A Shop Repairs to Testing Apparatus

747-749 RESERVED

Page 4 4 Pages