

→ ① Mr. DOOSE

In Reply
Refer to: AFA:TFT

Oak Ridge, Tennessee
June 24, 1954

Superior Steel Corporation
Grant Building
Pittsburgh 19, Pennsylvania

Attention: Mr. C. I. Collins

Subject: TRANSFER TO OAK RIDGE OPERATIONS OFFICE -
CONTRACT AT(30-1)-1412

Gentlemen:

In connection with the transfer of the subject contract to the Oak Ridge Operations Office as of July 1, 1954, the financing, accounting, and auditing functions are being handled for Oak Ridge by Mr. L. Donald MacKay, Director of Finance. We should like to advise you of the procedures followed by ORO with respect to cost-type contracts such as yours.

Contractors' billings are submitted on Public Voucher accompanied by the usual original supporting documents, such as invoices, payrolls, receiving reports, travel expense statements, and receipts. A desk examination of the vouchers and payment is made without undue delay subject to a post field audit of other supporting records kept by the contractor and which normally are not required to be furnished with the vouchers, such as original time records and cancelled checks. These field audits are normally made not more frequently than once a year.

Since this procedure has been operating effectively and has been satisfactory to both ORO and its cost-type contractors, we would appreciate your cooperation in effecting a change to this basis effective with your billings for costs incurred after July 1, 1954. For your information and guidance, we are enclosing a general listing of documentation requirements, an information sheet on the preparation of Standard Form No. 1034, and a supply of Form No. 1034, 1034a, 1035 and 1035a.

Mrs. Dowling

June 24, 1954

We would appreciate your cooperation and suggest you direct any questions to the attention of Mr. MacKey.

Very truly yours,

F. R. Dowling, Director
Feed Materials Division

Enclosures:

1. Gen. listing of documentation requirements
2. Information sheet
3. Forms 1034 and 1034a
4. Forms 1035 and 1035a

Thulstrup/lb

CC: V. J. Del Vecchia, Director, Budget & Finance Division, New York
J. R. Croxall, Chief, Accounting Branch