The Children's Hospital Research Foundation
Elland and Bethesda Avenues
Cincinnati 29, Ohio

ATTENTION: Dr. Albert B. Sabin,
Professor of Research Pediatrics

Re: Contract No. DA-49-007-MD-59

Gentlemen:

Your attention is invited to the fact that Part III of Appendix C, Armed Services Procurement Regulation, "Manual for Control of Government Property in Possession of Non-profit Research and Development Contractors", is mandatorily incorporated into the above-referenced Contract between your organization and this office. The inclusion is specifically contained in the Property Article of our Contract.


While it is neither practicable nor intended to herein set forth a comprehensive review of the provisions of Part III, Appendix C, it is desired to emphasize certain salient requirements, as follows:

1. Property Identification: Part III, Appendix C, stipulates that equipment acquired under the Contract will be numbered and marked in a permanent manner. The numbers should run consecutively, beginning with the numeral "1." Examples of the most suitable legend to appear on the marking devices are: "USA-MD-000-1", "USA-MD-000-2", etc., indicating that the item is the property of the U.S. Army, that it was acquired under Medical Department Contract Number DA-49-007-MD-000, and that the serial number is the specific identifying numeral.

2. Property Control Records:

   a. Materials (expendable supplies): Particular attention should be directed toward compliance with the types of minimal records prescribed in Part III to be maintained of acquisition and use of expendable supplies obtained under reimbursable terms of the Contract.

   b. Plant Equipment (nonexpendable property): Part III, Appendix C, states that, with respect to plant equipment, "the Contractor shall compile and maintain individual property records covering the description, cost, acquisition, and disposition of each item of plant equipment and such other information as may be required to identify the property."
"Such other information" should include the specific location of the item.

3. Receiving for Government Property: Part III, Appendix C, states that the "Contractor shall furnish the Contracting Officer a written statement listing the names of personnel authorized to receive for Government property." It is, therefore, requested that such a listing, indicating the names and titles, together with specimen signatures, of individuals authorized to receive for Government property in connection with this particular contract, be forwarded at the earliest possible date.

4. Inventories: In implementation of the "inventories" provisions of Part III, Appendix C, it is herein stated that it is the policy of this office to require an annual inventory listing, in duplicate and approximately as of the anniversary date of the Contract, of all equipment acquisitions under the Contract to date.

5. Government Property Control Procedures: It is requested that, if not previously furnished this office, you forward at the earliest possible date a copy of your organization's written procedures for control of Government property, or, in the absence of any written procedures in that respect, a written statement of the Government property control procedures as utilized.

In addition to compliance with the referenced Part III, Appendix C, your attention is also invited to the contractual provision that the Research Property Administrator, this office, will be furnished reports,* in duplicate, of all non-expendable equipment acquired under the Contract. It is requested that these reports be forwarded separately from and concurrently with the reimbursement claims applicable thereto. An example of the suggested form in which the reports may be submitted is inclosed herewith and may be reproduced locally.

It is reiterated that the above clarifying data is in outline form only, and it is, therefore, recommended that all personnel concerned with the administration of Government property acquired under the terms of this Contract familiarize themselves fully with the contractually incorporated Part III, Appendix C.

Your cooperation in these matters will be greatly appreciated.

Sincerely yours,

F. S. TARANTINO
Captain, MSC
Research Property Administrator

*Negative reports not required.
EQUIPMENT ACQUISITION REPORT  
(TO BE FURNISHED IN DUPLICATE)

FROM: (NAME AND ADDRESS OF CONTRACTOR)

TO: RESEARCH PROPERTY ADMINISTRATOR
OFFICE OF THE SURGEON GENERAL
DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C.

CONTRACT NO: DA-49-007-MD-

REIMBURSEMENT VOUCHER NO. ________________________________

COVERING PERIOD ______ 19 TO ______ 19

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>IDENT. NO.</th>
<th>NOMENCLATURE AND VENDOR</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
</table>

SIGNATURE OF AUTHORIZED REPRESENTATIVE ________________________________

TITLE ________________________________

DATE ________________________________

INCL. NO. 1

SUGGESTED FORM