

225-2

18 November 1949

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Thru:

Chief, Transportation Branch
Chief, ~~Services Division~~
Chief, Fiscal Division
Acting Chief, Supply Branch

Repair of Automobiles, Trucks, and Trailers
under existing Contracts.

The following procedure shall be applicable for repairs of vehicles
under existing contracts.

A. Vehicles Not Involved in Accidents.

1. The Chief, Transportation Branch, or his authorized representative shall secure an estimate, in duplicate, from the applicable contractor under contract with the Agency, covering required repairs. Said estimate to clearly define work involved, amount for parts and labor as separate items.
2. The Chief, Transportation Branch, shall indicate on said estimate, in duplicate, his approval of the repair, bearing in mind that repairs as contemplated by the contractor are essential, cost is fair and reasonable, etc.
3. The Chief, Transportation Branch shall forward the estimate, in duplicate, if approved by him to the Chief, Supply Branch, for review.
4. The Chief, Supply Branch shall review the estimate bearing in mind the terms of the applicable contract, and upon determination that said estimate is in order, approve same for repair.
5. If the estimated repair exceeds \$100.00, the Chief, Supply Branch shall forward the estimate, in duplicate, with his approval and/or comments to the Chief, Services Division, for approval.
6. The approved estimate, in duplicate, shall be returned to Chief, Transportation Division who will retain one copy for his files, forwarding the original, bearing the proper approvals, to the applicable contractor via the driver of the automobile requiring repair.
7. In the event the vehicle requires additional work not contemplated by the original estimate, a revised estimate shall be obtained from the contractor and routed through steps 1 through 6 as indicated above.

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No Change in Class

Reclassified

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Chief, Transportation Branch

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B. Vehicles Involved in Accidents.

1. In accordance with existing procedures three estimates will be secured by Chief, Transportation Branch, one of which shall be from the contractor under contract with the Agency. The Chief, Transportation Branch, or his duly authorized representative, shall be responsible for estimates being secured on an equal basis.
2. In the event the estimate of the contractor on contract with the Agency is the lowest the steps appearing under Paragraph A, 1 through 6 shall be followed.
3. If other than the contractor on contract with the Agency is lowest, the Chief, Transportation Branch shall initiate a requisition, attaching thereto copies of the three estimates and forwarding same to Acting Chief, Supply Branch, for issuance of a Purchase Order to cover the repair.

C. Billings by the Contractor and Receiving Information.

1. Chief, Transportation Branch shall advise Chief, Contract Section, Supply Branch, one week in advance of each quarter of the fiscal year the estimated expenditure anticipated for each automobile repair contract. The Chief, Contract Section, Supply Branch, will be responsible for notifying Chief, Accounts Branch, Fiscal Division, of the estimated expenditure in order that timely encumbrance for each quarter may be made.

D. Record of Yearly Expenditure, Services Division.

1. Chief, Contract Section, Supply Branch, will be responsible for obtaining from Claims Branch, Fiscal Division, the expenditures allowed under each contract and incorporating same in applicable contract jacket on file in Contract Section.

For vehicles involved in accidents, sufficient details should be shown on P.O. to permit tie-in with accident report.

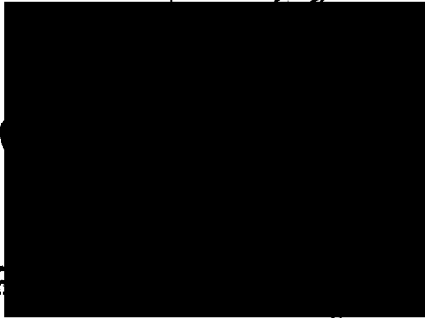
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cc: Contract Sec. Procedure
MIM Chrono
WEE Chrono

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I CONCUR/DO NOT CONCUR:

Acting Chief, Supply Branch



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CHIEF, FISCAL DIV.

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CHIEF, TRANSPORTATION