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U WC

March 20, 1945

8.6

See Distribution

J. H. Williams

Information Relative to Procurement

PUBLICLY RELEASABLE
LANL Classification Group
Aug 7/23/98

I have been informed that the proper procedure in making out Purchase Requests for material that is intended for Trinity use is as follows:

The regular Purchase Request form should be used and for the space marked "Special Project" in the lower righthand side one should mark "S-45" for all requests. In the upper lefthand corner one may use the group number of the group leader under whom the work is being undertaken, that is, R-1 for Wilson, O-4 for Waldman, etc. Information as to where materials should be delivered should also be designated by S-45 if the material is to be delivered directly to Trinity. If it is to come to site Y, it should be designated with building and room numbers.

These requests should be marked "Attention Mr. Van Gemert" since he has been assigned the duty of purchase and follow-up of Trinity requests.

I would further suggest that it might simplify matters if each group leader kept a separate request book for Trinity requests so that they would not be confused with project Y requests.

Distribution:

- H. L. Anderson
- K. T. Bainbridge
- L. Hempelmann
- G. Kistiakowsky
- J. Mack
- J. H. Manley
- E. W. Marlowe
- D. P. Mitchell
- P. B. Moon
- H. T. Richards
- E. Segre
- R. J. Van Gemert
- B. Waldman
- J. H. Williams
- R. Wilson

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