

PHILLIPPEVILLE

759

Phillippeville 759

Central Files

Philippeville 759

18 September 1944

TO: R. Fryer
FROM: H. Sokolove
SUBJECT: Philippeville Supplies

Mr. Keeny, on his return from the Mediterranean sent me a note which he had received from Ned Campbell. I quote it in full for such action as you may desire to take:

"The following items are a 'must' in preparing for the opening of a refugee camp. If possible a 'kit' containing these items in quantities to be based on estimated size of camp should be rushed out immediately upon the determination that a camp is to be opened.

1. Mimeograph machine and supplies (stencils, ink, correction fluid, styli, extra pads, etc.)
2. Mimeograph paper (both 8 x 10 $\frac{1}{2}$ and 8 x 13)
3. Stationery (letterheads, envelopes, carbon papers, file folders, staples, etc.)
4. Card stock or cards, 3 x 5, 5 x 8, etc.
5. Typewriters (of course)
6. Padlocks (liberal number)
7. Hasps and eyes with screws

HSokolove/ce

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Handwritten in red:
Philippeville 759

13 September 1944

To: Reesman Fryer

From: Ray A. Tull

Subject: Supplies for Philippeville

The office supplies set out on the attached list are in the process of being packed for overseas and will be shipped immediately upon completion of packing.

While this does not constitute the entire request for equipment and supplies, the balance will be sent forward as soon as they are received.

13 September 1944

List of supplies being packed by Federal Storage Company
for overseas shipment to Philippeville Camp.

24 typewriters	80 pkgs. index tabs
1 calculator	1 M thumb tacks
2 gro. steno books	1 M shipping tags
25 M ruled cards	15 rolls tape kraft
25 C ruled cards	2 gro. lead pencils
12 doz. cor. fluid	3 carton stencils
1 go. type erasers	90 lbs. mimeograph ink
2 doz. stamp pads	Miscellaneous accounting
29 bottles writing ink	forms.
3 qts. mucilage	
24 cans oil-typewriter	
2 doz ink, stamp pad	
100 blotters	
100 carbon paper	
4 adding machines	
100 M 8x10 $\frac{1}{2}$ " mimeograph paper	
50 M 8x10 $\frac{1}{2}$ " manifold paper	
100 penholders	
2 gro. penpoints	
5 lbs pins	
100 type ribbons	
12 dating stamps	

Philippeville 756.1

6 September 1944

TO: KARL BORDERS ✓

FROM: E. R. FRYER

SUBJECT: CARS AND TRUCKS FOR PHILIPPEVILLE, CAMPS DIVISION
REQUISITION NO. 11

It is requested that procurement action be started and shipment made as soon as possible for the following transportation equipment for the Philippeville Refugee Center:

- (1) that shipment be made of six (6) Hudson passenger cars now under procurement by UNRRA at New York -
 - (a) it is also requested that one (1) spare tire and tube be procured and shipped for each passenger car and
 - (b) it is also requested that a kit of spare parts representing approximately 5% of the total cost of each vehicle be shipped along with the cars;
- (2) it is also requested that procurement action be started and shipment made of ten (10) 1½-ton stake trucks (any make or model is acceptable) -
 - (a) a spare tire and tube should be ordered and shipped for each truck and
 - (b) it is understood that a shipment of spare parts representing approximately 10% of the cost of the vehicles is automatically included with the shipment of each truck.

The above vehicles should be consigned to Project Director, United Nations Relief and Rehabilitation Administration, Philippeville Refugee Center, Philippeville, Algeria.

H HStenz/ffr

Albany
Wilmington
Philippeville 757

4 September 1944

To: Mr. Robert L. Brown
From: Ray A. Tull
Subject: Supplies for Philippeville

We are forwarding today to the Federal Storage Company the following items which are to be packed for export to Philippeville:

288	Notebooks, steno
25 M	Ruled cards
25 C	Ruled cards
144	Correction fluid (mimeo)
144	Typewriter erasers
12	Stamp pad, black
48	ink, blue-black
3	Mucilage
48	Oil - typewriter
24	ink, stamp pad
100	blotters
100	Carbon paper,
100	penholder
288	Penpoints - assorted
100	pins - straight
100	typewriter ribbons
24	dating stamps
80 (20 ea. color)	Index
10	Thumb tacks
1000	Shipping tags
15	Tape Kraft
25 M	Envelopes
25 M	Envelopes
288	Lead pencils

At this time we are also requesting export license for the above items and upon receipt of this export license they will be sent forward for overseas shipment.

RATull/gac

9 August 1944

TO: John C. Weigel

FROM: E. R. Fryer

SUBJECT: Office supplies, office equipment, printing and binding for the Philippeville emergency project.

There is attached a list of office supplies and equipment necessary for the Philippeville camp for Yugoslav refugees. This is an emergency project and we have been instructed to give it first priority. It is anticipated that a maximum of 40,000 people will be housed in the camp and the materials on the attached lists are being requested with this number in mind.

Because of the emergency nature of the project many standardized items such as standard UNRRA forms will not be available, and we have substituted materials which will have an all purpose use once the staff and the refugees are on the ground. I refer particularly to the items of 3x5 and 5x8 cards which we will use to set up property control records and personal data of a family nature concerning the refugees themselves. Also included is a large order for mimeograph paper. It must be borne in mind that refugees in the camps now in operation are publishing a daily newspaper and that such a project in a camp of 40,000 people will require a considerable amount of mimeograph paper.

It will be noted that a portion of this order has to do with supplies necessary for operation of the camp, such as the file cards, mimeograph paper, mimeograph ink, chalk and shipping tags. These items should not be charged against the overall cost of office services.

The amounts requested are for an initial six-month period.

Office Supplies for Philippeville

Treasury Procurement Stock Cat. Feb. 1 Stock No. Article			Unit Weight lbs.	Unit	Total Quantity	Unit Price	Total Price
1.	53-B-3117	Bands, Rubber - #84	.75	Box	400	.15	
2.	53-B-11697- 50	Binders, 2" cap canvas	2.4	Each	100	.35	
3.	53-B-11675	Blotters - hand 3x6	.51	"	144	.37	
4.	53-B-21750	Books, Diary		"	48	.53	
5.	53-B-22749	Books, Stenographer (12 to pkg.)	5.6	pkg.	144	.77	
6.	53-B-26100	Brush - Typewriter	.063	Each	48	.07	
7.	53-C-9136	Cards - 3x5 ruled one side	.375	C	25,000	.12	
8.	53-C-9136- 50	Cards - 5x8 ruled one side	1.2	C	25,000	.30	
9.	53-C-12344	Clips - Gem	.188	Box	100	.05	
10.	53-C-14858	Correction Fluid	.125	Bottle	144	.15	
11.	53-C-15348	Crayons (white chalk)	2.13	Box	48	.20	
12.	53-C-16720	Cups (Flat - 10,000 to carton)	52.	Carton	48	9.38	
13.	53-E-5300	Eradicators, ink	.375	Set	144	.08	
14.	53-E-5500	Erasers (art gum)	1.375	Doz.	144	.29	
15.	53-E-5808	Erasers, Typewriter with brush	.5	Doz.	144	.67	
16.	53-F-1223- 250	Fasteners - Flexible 2" - Acco	2.	C	200	.48	
17.	53-F-5041	Folders - Manila 1/5 cut - 9 1/2 x 11 1/2"	7.8	C	1,000	.89	
18.	53-I-1890	Ink - Mimeograph 7-3/4# can)	8.	Can	144	1.63	
19.	53-I-3562	Ink - Stamp pad, black	.44	Bottle	24	.07	
20.	53-I-4479- 40	Ink, Blue washable for for fountain pens(pt.)		Bottle	12	.33	
21.	53-I-4530	Ink, Blue-black (qt.)	3.6	"	72	.18	
22.	53-I-5585	Ink Stands, non-spill- able 103 cap.	.3	Each	288	.11	
23.	53-M-1608	Mucilage (qt. bottle)	3.3	Bottle	12	.17	
24.	53-O-250	Oil - typewriter Pads with name space - Columnar (yellow)	.2	"	72	.04	
25.	53-P-441- 256	(a) 10 cols, 14x8 1/2"		Each	288	.11	
26.	53-P-477	(b) 25 cols, 24x14"		"	144	.34	
27.	53-P-1515	Pads, Inked	.19	"	24	.10	
28.	53-P-2505	Paper (Blotters) sub- stance 160 3x9 1/2"	.5	pkg.	100	.05	
29.	53-P-7426	Paper - Duplicating purple carbon 8x10 1/2"	1.5	Box	4	1.65	
30.	53-P-8258	Paper, Carbon- light- weight - 200 to box	.94	"	100	.52	

Treasury Procurement Stock Cat. Feb. 1		Unit Weight		Total	Unit	Total
Stock No.	Article	lbs.	Unit	Quantity	Price	Prbe
31.	53-P-9124 Paper - adding mach. 2 $\frac{1}{2}$ " roll	.63	Roll	50	.07	
32.	Paper - mimeograph 8 $\frac{1}{2}$ x11 70# if pos.		Ream	10,000	.35 (est.)	
33.	53-P-30004 Pencils # 2 with erasers	.125	Doz.	300	.23	
34.	53-P-30995 Penholders - wood "d"	.2	"	40	.12	
35.	53-P-32759 Pen Sets - dip type	.9	Set	48	1.73	
36.	53-P-35223 Pens (working) $\frac{1}{8}$ gr. boxes assorted	.12	Box	20	.32	
37.	53-P-36006 Perforator, 3 hole $\frac{1}{2}$ " outside center 8 $\frac{1}{2}$ "		Each	40	1.61	
38.	53-P-36406 Pins, Standard	.31	Box	100	.33	
39.	52-R-2312 Ribbon - purple Hecto- graph - Underwood pref.	.19	Each	24	.33	
40.	53-R-2770 Ribbon - Black Type- writer	.19	Each	432	.18	
41.	53-R-4200 Rulers - Metal edge type - 12"	.06	"	144	.04	
42.	53-R-4208 Rulers - Metal edge type - 15"	.15	"	72	.09	
43.	53-S-900 Shears - Class A, grade 2, 9", double pointed	.25	Pair	24	.58	
44.	53-S-904 Shears - Class A, grade 2, 12"	.63	"	24	.69	
45.	53-S-4735 Stamps - dating - 4- band revolving	.16	Each	24	.14	
46.	53-T-268- 35 Tabs, index - linen gummed, celluloid protection		Pkg.	288	.08	
47.	53-T-625 Tacks - Thumb	.31	Box	144	.23	
48.	53-T-878 Tags - shipping 2-1/8x4 $\frac{1}{2}$ "	.6	C	5,000	.19	
49.	53-T-1440 Tape, Kraft 1 $\frac{1}{2}$ " wide 35 lb. 800' roll	1.88	Roll	144	.22	
50	53-T-1777 Trays - 10x14x2 $\frac{1}{2}$ " desk	1.5	Each	288	.73	

Totals

- (1) Paint - yellow (for property identification) 10 gals
5 gal. containers
- (2) Paint brushes, lettering - assorted 1/8 to $\frac{1}{2}$ " 50
- (3) Calendars 48
- (4) Stencils, mimeograph 100 quire

Printing and Binding for Philippeville

Item #	Article	Wt.	Unit	Total Quantity	Unit Price	Total
1.	Envelopes, UNRRA (for field)					
	(a) 4-1/8x9 1/8" - white		C	25M		
	(b) 8 1/8x11" - kraft		C	25M		
2.	Letterheads 8x10 1/8" (lt. weight)			50M		
3.	Second sheets - onion skin			150M		
4.	Cable forms			2M		
5.	Second sheet - cable forms			6M		

* NOTE: Standard Forms will be ordered separately

Office Equipment for Philippeville

1. Standard Typewriters	100
2. 18" or 24" carriage typewriters	4
3. Adding Machine - hand	4
4. Staplers - with staples	48
5. Mimeograph Machine (Mimeo Co.)	4
6. Complete parts kits for mimeograph machine	4
7. Parts kits for typewriters	12
8. Ditto Duplicating Machine (hand) or gelatin	4
9. Paper cutters - 15"	4