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B-150395, Dec. 21, 1962

Number: B-150395

Date: 1962-12-21

B-150395, DEC. 21, 1962

TO THE SECRETARY OF THE NAVY:

BY LETTER DATED DECEMBER 3, 1962, (REFERENCE OC.9), THE ACTING ASSISTANT CHIEF FOR PURCHASING, BUREAU OF SUPPLIES AND ACCOUNTS, REQUESTED OUR APPROVAL FOR THE USE OF A FACSIMILE SIGNATURE PLATE TO SIGN THE ORIGINAL DD FORM 1155, ORDER FOR SUPPLIES AND SERVICES, BY THE NAVY AVIATION SUPPLY OFFICE, PHILADELPHIA, PENNSYLVANIA. THAT OFFICE HAS ADOPTED AN AUTOMATED PURCHASE ORDER SYSTEM USING AN ELECTRIC ACCOUNTING MACHINE CARD FORM IN LIEU OF SF 18, REQUEST FOR QUOTATION, PRESCRIBED IN PARAGRAPH 16-201 OF THE ARMED SERVICES PROCUREMENT REGULATION.

ENCLOSED WITH THE LETTER WAS A STATEMENT OF THE PROCEDURES TO BE FOLLOWED FOR THE USE AND CONTROL OF THE FACSIMILE SIGNATURE PLATE. WE BELIEVE THAT THOSE PROCEDURES ADEQUATELY INSURE THAT THE PLATE WILL NOT BE USED IMPROPERLY. THEREFORE, WE HAVE NO OBJECTION TO THE PROPOSED USE THEREOF BY THE NAVY AVIATION SUPPLY OFFICE, PROVIDED DD FORM 1155 IS USED IN ACCORDANCE WITH THE CONDITIONS SPECIFIED IN OUR LETTERS OF OCTOBER 20 AND DECEMBER 13, 1960, B-61937, COPIES ENCLOSED, TO THE ASSISTANT SECRETARY OF DEFENSE (COMPTROLLER) APPROVING THE FORM.

IT IS NOTED THAT THE LETTER OF DECEMBER 3, 1962, DOES NOT MENTION A REVISION OF DD FORM 1155, HOWEVER IN NAVY MEMORANDUM DATED AUGUST 24, 1962, COPY ENCLOSED, IT IS INDICATED THAT AVIATION SUPPLY OFFICE WILL USE A NEW DD FORM 1155 IN CONTINUOUS FEED CARBON INTERLEAVED SETS IN THE AUTOMATED PURCHASE ORDER SYSTEM. 9 GAO 1040.20 PROVIDES THAT ANY DESIRED REVISIONS TO ACCOUNTING FORMS AFTER INITIAL APPROVAL BY THE COMPTROLLER GENERAL MUST ALSO BE SUBMITTED FOR APPROVAL IN ..END :