

(4) The quadruplicate need not be forwarded when purchasing from unit funds and when the amount involved is less than \$500.

(5) The quintuplicate will be retained by the issuing officer (when under \$500, the commandant). This is the official War Department files copy and must be retained for at least 6 months after the completion of the contract.

c. On purchases involving items exceeding \$500, the PD-3A Certificates will be completed and forwarded, unsigned, through the appropriate service command, in quintuplicate; together with a covering letter, to the Director, Production Division, Army Service Forces, Attention, Chief, CMP Priorities Branch, for further consideration.

d. PD-3A forms should be secured from the local War Production Board Office. If difficulty is encountered in obtaining them, request for a supply may be directed to the commanding general of the service command having jurisdiction.

e. For articles to be purchased from unit funds, the certificate prescribed by paragraph 3, Memorandum No. W350-82-43, this office, 1 April 1943, subject, Priority Procedure for Educational Institutions Under Contract with the War Department, is not required.

2. This is in line with the present policy of the War Department to require the trainees to purchase their own equipment for physical training. Inasmuch as AST Units have no unit funds, it probably may be necessary for the College to purchase this equipment in quantity on the priority mentioned above and then in turn to be sold to the trainees.

For the Commanding General:

H. H. Slaughter  
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Director, Training Division