

INSTRUCTIONS FOR REPORTING EQUIPMENT

ON ALL OPERATING PROJECTS AND IN ALL WAREHOUSES

1. A special report on all equipment in use or in storage during the two weeks period from November 6 to November 19, inclusive, is to be prepared for every operating project, and for every warehouse or storage depot. This applies to all projects in the State Program and to units of Federal Project No. 1, but excludes Federal agency projects operated under direct allotment of funds from Washington. All equipment must be reported, including construction equipment, sewing room equipment, etc., but excepting office furniture, office appliances, and hand tools.

2. Five separate forms are to be used for this report, designated: A, B, C, D and E. Every piece of equipment must be listed on one of these reports but no piece shall be listed on more than one report.

3. Project Supervisors are responsible for the accurate preparation of these reports. Assembling of the data may be delegated to project clerks, project timekeepers, or other subordinates. Each report must be signed by the Project Supervisor. Reports must be prepared for every project, even though no equipment is in use or stored on the project during the period covered by the report. They should be prepared in pencil and must be legible.

4. Reports on Forms A, B, C, and D must be mailed by the Project Supervisor direct to the State Office not later than November 23, 1938, addressed as follows:

Works Progress Administration

Attention: Division of Finance

49 Fourth Street, San Francisco

The report on Form E will be transmitted as specified hereinafter. Only the original copy is to be submitted.

5. A supply of the necessary forms is attached to these instructions. Reports must be filled out carefully in accordance with the detailed instructions in the following paragraphs.

6. EQUIPMENT REPORT "A" - STRAIGHT RENTAL BASIS.

There shall be submitted on this report a list of all types of equipment rented with Federal Funds on a contractual basis during the two weeks period beginning November 6th and ending November 19, 1938, excluding owner-operated equipment paid for by means of payroll, WPA Form 506.

Columnar Description:

Column 1 Description of equipment and size or capacity.

Column 2 Number of units of same description, size, rental rate - obtained from the same vendor.

Column 3 Rental rate per hour, day or month.

Column 4 Gross cost of equipment for the period November 6th to November 19, 1938, inclusive.

- Column 5 Cost of equipment without operator or operators for the period November 6th to November 19, 1938, inclusive.
- Column 6 Cost of operator or operators if included in the contractual rate for equipment for the period November 6th to November 19, 1938, inclusive.
- Column 7 Name of Vendor.
- Column 8 If the vendor is an individual who owns a single piece of equipment and ordinarily operates his own equipment there shall be shown in this column the word "yes". If the vendor is a fleet owner or a recognized construction firm or contractor owning more than one piece of equipment or who ordinarily does not operate his single piece of equipment personally, there shall be shown in this column the word "no".

7. EQUIPMENT REPORT "B" - OWNER-OPERATED BASIS.

Payment made by means of payroll, WPA Form 506.

Columnar Description:

- Column 1 Description of equipment and size or capacity.
- Column 2 Number of units the same description, size, rental rate.
- Column 3 Rental rate per hour, day or month.
- Column 4 Gross cost for equipment covered by period November 6th to November 19, 1938, inclusive.
- Column 5 Cost of equipment without operator or operators for the period November 6th to November 19, 1938, inclusive.
- Column 6 Cost of operator or operators for period November 6th to November 19, 1938, inclusive.
- Note: In determining the cost of operator or operators, use the comparable rate established by WPA Form 405, "Schedule of Hourly Rates." The cost of equipment will then be the difference between the gross cost, less the cost of operator or operators.

8. EQUIPMENT REPORT "C" - RENTED BY SPONSOR.

This report shall include all equipment furnished WPA projects and warehouses during the period from November 6th to November 19, 1938, inclusive, that is rented by sponsors.

Columnar Description:

Same columnar description as outlined for Equipment Report "B".

Note: The cost of equipment and operators shall be estimated on the basis of equipment rental prices used in reporting Sponsor's contributions.

Note: This report shall not include equipment owned by sponsors and used on WPA projects or in warehouses during this period.

9. EQUIPMENT REPORT "D" - OWNED BY SPONSOR.

This report shall include all equipment furnished WPA projects and warehouses and used during the period November 6th to November 19, 1938, inclusive, that is owned by sponsors.

Columnar Description:

The same columnar description as outlined for Equipment Report "B".

Note: The same rates shall be used in determining the cost of equipment and operators as outlined in Equipment Report "C".

10. EQUIPMENT REPORT "E" - WPA OWNED.

This report shall include all equipment owned by the Works Progress Administration and on hand as of the close of business of November 19, 1938.

Columnar Description:

Column 1 Description of equipment and size or capacity.

Column 2 Value.

Note: The value of WPA -owned equipment shall be the current appraised value as of November 19, 1938. In determining these values, there shall be used for new equipment purchased by the Works Progress Administration, the unamortized balance as of this date and for other equipment, an estimated current appraised value.

Note: Equipment Report "E" shall be prepared on all operating projects and warehouses and forwarded to the Area Property Accounting Officer not later than November 23, 1938.

EQUIPMENT REPORT "A"

O. P. No. _____

County Location _____

STRAIGHT RENTAL BASIS

W. T. No. _____

Period - Nov. 6 to Nov. 19 - both dates inclusive

Description and Size (1)	No. of Units (2)	Rental Rate (3)	Gross Cost 11/6 - 11/19 (4)	Cost of Equipment (5)	Cost of Operator (6)	Name of Vendor (7)	(8)

Project Supervisor _____

EQUIPMENT REPORT "B"

O. P. No. _____

County Location _____

OWNER-OPERATED BASIS

W. T. No. _____

Period - Nov. 6 to Nov. 19 - both dates inclusive

Description and Size (1)	No. of Units (2)	Rental Rate (3)	Gross Cost 11/6-11/19 (4)	Cost of Equipment (5)	Cost of Operator (6)

Project Supervisor _____

EQUIPMENT RE ORT "C"

O. P. No.

County Location

RENTED BY SPONSOR

W. P. No.

Period - Nov. 6 to Nov. 19 - both dates inclusive

Description and Size (1)	No. of Units (2)	Rental Rate (3)	Gross Cost 11/6 (4)/19	Cost of Equipment (5)	Cost of Operator (6)

Project Supervisor

EQUIPMENT REPORT "D"

O. P. No. _____

County Location _____

OWNED BY SPONSOR

W. P. No. _____

Period - Nov. 6 to Nov. 19, both dates inclusive

Description and Size (1)	No. of Units (2)	Rental Rate (3)	Gross Cost 11/6-11/19 (4)	Cost of Equipment (5)	Cost of Operator (6)

Project Supervisor _____

County _____
Location _____

EQUIPMENT REPORT "E"

W.P.A. OWNED

On Hand as of November 19, 1938

Description	and (1)	Size	Value (2)

Project Supervisor _____