

19 March 1991

To: P. Buck

Re: New Inventory Control Procedures
ALL Operations

1. Make five copies of each procedure.
2. Punch all copies (not originals) for 3-hole binder
3. Stamp each page of the copies with "APPROVED MARCH 19 1991".
4. Make five sets of 3-ring binder tabs. Labels:

INV PROCEDURES
INV CONT MANUAL
PART NO. STANDARD

5. Install five copy sets and tabs in 1.5" Binders.
6. Place attached labels on front and edge of binders.
7. Distribute:

ORIGINALS: Configuration Control (GWH)
COPY #1: Configuration Manager (GWH)
COPY #2: Inventory Control (RB)
COPY #3: Purchasing (LS)
COPY #4: Quality Assurance (SH)
COPY #5: Engineering (RD)

G. W. Henry
Configuration Manager