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INSTRUCTIONS FOR PREPARING LISTS OF MATERIALS
UNDER A GRANT FROM THE ROCKEFELLER FOUNDATION

In order to make it possible for the Purchasing Department to prepare cost estimates for a grant, to know exactly what materials are desired, and subsequently to arrange for purchase (if grant is made), lists of equipment and supplies must be prepared according to the instructions which follow. (An example is given on page 3.)

1. Two typewritten copies of each list should be furnished, written in English.

2. Reference must be made to the catalog of a scientific supply house, or to the descriptive bulletin of a manufacturer. (Even if the catalog which you have is an old one, your use of it enables the Purchasing Department to know exactly what is desired, and on the basis of this information to determine present prices.)

Put at the top of the list of materials desired from each individual company the NAME of the company, its ADDRESS, and the NUMBER or DATE of the catalog or bulletin.

3. All articles are to be numbered serially, and beside each should appear its catalog number.

4. Full details must be given, for example:

- electric voltage; type of current - A.C. or D.C.; number of cycles
- in the case of chemicals, whether C.P., reagent, or technical quality, etc.; whether powder, granular or crystals, etc.
- sizes of glass tubing, rubber stoppers, etc.

5. In view of the fact that the total cost of the equipment and/or supplies needed may exceed the amount of money which The Rockefeller Foundation can grant, or the available balance of the grant (after deduction of the estimated packing, shipping and insurance costs), it is important that:

- a) equipment items be listed in order of importance and preference, and
- b) in the case of much used chemicals and supplies, minimum and maximum amounts needed be indicated, e.g.:

2-5 lbs. Acetic acid, etc.
5-8 lbs. Pyrex glass tubing, etc.

6. When required by your own government's regulations, you must secure the necessary Import Licenses (2 copies in the case of Brazilian imports) and send them to the Foundation. The Purchasing Agent of the Foundation will inform you:

- 1) of the total quoted cost of the materials to be obtained and
- 2) of the estimated cost of insurance and shipping.

The Import License must show the total of these two sums.

Please note that the Purchasing Agent is not authorized to place orders with suppliers until after the Import License has been received by the Foundation.

7. Usually, Foundation grants include an allowance for packing, insurance, and shipping. These charges sometimes amount to 20% of the grant, so it is necessary to limit orders to about 80% of the total amount set up in the grant. The Rockefeller Foundation makes no charge for its own services in purchasing, consolidating shipments, and in preparing the documents necessary for shipping.

8. If, under the terms of the grant, you are to place orders directly with the suppliers (instead of through the Foundation's Purchasing Department), invoices should be sent to you for approval and then forwarded to the Foundation for payment, noting thereon the Foundation grant to which they are to be charged.

9. Foundation grants are available for a specified period and no payments can be made after the terminating date as stated in the notification. However, in the case of a grant made for the purchase of equipment, payments can be made after the terminating date, if necessary, when these represent payments made on orders placed before the terminating date of the grant.

10. With the lists of desired materials you should send instructions as to exactly how the shipments are to be addressed - whether the cases should be marked with the name of the University or Ministry and the name of the Faculty or Department or Institute and the name of the professor or scientist, or otherwise.

11. An official number is given to each Foundation appropriation (e.g., RF 50138) and grant in aid (e.g., GA-NS 5016 or GA-MS 5047). This number will appear at the top of the letter announcing the grant (or will be sent to you in a later communication). In all of your correspondence with the Foundation the grant number should appear at the top of each letter; and should also be shown on each additional list of desired materials which is sent later (in the case of a grant extending over a period of years).

EXAMPLE OF A TYPICAL ORDER

A.H. Thomas Co., Philadelphia

Catalog Edition 1931

<u>Your Item Number</u>	<u>Catalog Number</u>	<u>Quantity Desired</u>	<u>Article</u>	<u>Catalog Price Per Unit</u>	<u>Total Catalog Price</u>
1	8810	2 lbs.	Rubber Stoppers #1 size	\$.90	\$ 1.80
2	"	1 lb.	" " #4 "	.90	.90
3	"	3 lbs.	" " #6 "	.90	2.70
4	6081A	5-8"	Pyrex Glass Tubing (outside diameter 8 mm)	1.10	5.50 or 8.80
5		2"	Ammonium Sulfate (C. P. crystals)	.46	.92
6		1 lb.	Ammonium Sulfate (C. P. granular)	.39	.39
7		2 lbs.	Acetic Acid (technical, 28%)	.26	.52
8		5-8"	Acetic Acid (U.S.P. glacial, 99%)	.30	1.50 or 2.40
9		2 lbs.	Mercury Chloride (C.P., powder - mercurous, Baker analyzed)	3.10	6.20

International Equipment Co., Boston

Catalog 66

10		1	International Centrifuge* size 2 (220 volts A.C., 50 cycles)	370.00	370.00
11	320	8	Metal Tubes, 10 cc.	.90	7.20
12	506	10 doz.	Glass Tubes, 15 cc.	1.80	18.00

Central Scientific Co., Chicago

Catalog J-141 1945

13	13657	1	Electric Muffle Furnace (220volts A.C., 50 cycles)	77.50	77.50
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*List also the accessory items for the centrifuge which are needed for your particular type of work.

H.M.M.
January, 1950