

used as a shop and the present shop and stores combined at Berryman Street be used wholly for stores, would appear to be a more satisfactory solution.

If this be done a fireproof section should be provided at both places for the storage of oils, gasoline and other highly inflammable substances. The practice of storing floor oils, linseed oil, etc., in proximity to empty wooden cases, excelsior, straw and paper, in the basement of the stationery stores is hazardous. Neither the Robert Street nor the Berryman Street building is of fireproof construction and neither is equipped with automatic fire extinguishing devices, although stand pipes and fire hose are provided in each.

Requisition for New Stock.

As new stocks are required to replace issues to schools, etc., the Storekeeper, or usually the Assistant Storekeeper, advises the Superintendent of Purchasing and Supplies, either by telephone or messenger, that certain materials are required. Standard printed requisitions are not customarily used, nor are the actual quantities needed always stated. As there are no accurate working records of consumption or of stocks on order but not delivered, the Superintendent can have only a general idea of the quantities required. He can, of course, refer to the stock ledger balances, but as these are posted weekly, purchases for stores must be made more or less blindly as to the actual requirements. It is not unlikely that goods in excess of the needs of the Department for some months to come are ordered.

The Bureau representative observed several instances of goods which had been in stock for nearly a year, occupying valuable storage space in the Robert Street building which has been condemned by the Superintendent for several years past as too small.

Receipt and Inspection.

As goods are received from the vendor, the receiving clerk, who, as pointed out, may be any one of the warehousemen available, makes a memorandum on a scrap of paper of the description and quantity of goods received, signs it and files it for the later attention of the Storekeeper or assistant.

This memo is compared with the vendor's delivery slip or invoice and with a copy of the purchasing order which, as stated, may contain little information. Particulars of the shipment are entered in a "receiving book" and a receiving slip made out and forwarded to the Superintendent's office. The receiving book is referred to when the vendor's monthly statement is forwarded to the Storekeeper for approval.