

Division of Purchases Annual Reports, 1922-1972

Overview of the Collection

Creator	Seattle (Wash.). City Clerk
Title	Division of Purchases Annual Reports
Dates	1922-1972 (inclusive) 1922 1972 1937-1950 (bulk) 1937 1950
Quantity	.2 cubic foot, (1 box)
Collection Number	1802-I1
Summary	Annual reports of the Division of Purchases, a division of the Department of Finance, dating 1922 to 1972.
Repository	Seattle Municipal Archives Seattle Municipal Archives Office of the City Clerk City of Seattle PO Box 94728 98124-4728 Seattle, WA Telephone: 206-233-7807 Fax: 206-386-9025 archives@seattle.gov
Access Restrictions	Records are open to the public.
Languages	English
Sponsor	Funding for encoding this finding aid was provided through a grant awarded by the National Endowment for the Humanities.

Historical Note

The Division of Purchases within the Department of Finance was established in 1936 by Charter amendment, and the position of City Purchasing Agent was established in 1937 through Ordinance 67976 to act as the central purchasing agent for the City. (A Purchasing Department had formerly existed within the Department of Public Works.) The City Purchasing Agent, appointed by the Comptroller, dealt with purchase of and contracts for materials and equipment required by the various City departments. Depending on the price of the item required, the Purchasing Agent received bids from vendors (for purchases of more than \$1000) or purchased items in the open market. The Division of Purchases was also responsible for inspection of the purchased goods.

The division was transferred to and established as a division of the Executive Department in 1973 with Ordinance 102151.

Content Description

The bulk of the annual reports date from 1937 to 1950; there is a report for 1972. The 1922 report, which appears to be a draft, is from the Department of Public Works' Purchasing Department. The reports provide a narrative summary of the year's activities and include information about savings, lists of requisitions and purchase amounts by department, and sales from surplus, junk, or obsolete material. Information about inspections is included in some reports. Annual reports from 1941 to 1946 (many in the form of brief letters, due to the necessity of saving paper) discuss the division's wartime difficulties. The 1972 report is a brief narrative and contains no savings, purchase, or sales figures.

Use of the Collection

Preferred Citation

[Item and date], Division of Purchases Annual Reports, Record Series 1802-11. Box [number], Folder [number]. Seattle Municipal Archives.

Administrative Information

Arrangement

Annual reports are arranged chronologically by year.

Custodial History

Records were originally filed with the City Clerk in the Comptroller/Clerk's Files (CFs) and were removed to create this record series.

Detailed Description of the Collection

The following section contains a detailed listing of the materials in the collection.

Division of Purchases Annual Reports, 1922-1972

Container(s)	Description	Dates
Box/Folder		
1/1	Purchasing Department Annual Report (draft)	1921
1/2	Department of Finance, Purchasing Division Annual Report	1937
1/2	Department Finance, Purchasing Division Annual Report	1938

Container(s)	Description	Dates
1/2	Department of Finance, Purchasing Division Annual Report	1939
1/2	Department of Finance, Purchasing Division Annual Report	1940
1/2	Department of Finance, Division of Purchasing Annual Report	1941
1/2	Purchasing Annual Report	1943
1/2	Department of Finance, Division of Purchasing Annual Report	1944
1/2	Department of Finance, Division of Purchasing Annual Report	1945
1/2	Department of Finance, Division of Purchasing Annual Report	1946
1/3	Department of Finance, Division of Purchasing	1947
1/3	Department of Finance, Division of Purchasing Annual Report	1948
1/3	Department of Finance, Division of Purchasing Annual Report	1949
1/3	Department of Finance, Division of Purchasing Annual Report	1950
1/4	Department of Finance, Division of Purchasing Annual Report	1972

Names and Subjects

Subject Terms :

Purchasing departments--Washington (State)--Seattle

Purchasing--Washington (State)--Seattle

Geographical Names :

Seattle (Wash.)--Politics and government

Form or Genre Terms :

Annual reports

Other Creators :

Corporate Names :

Seattle (Wash.). Division of Purchases
(creator)

Finding aid prepared by Anne Frantilla
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