Office Forms and Controls for Golf Club Use

By IRA W. WOLFE
Industrial and System Engineer

This department is maintained to meet the requests for specific information on club management systems, cost accounting, expense control, income tax, and kindred subjects received by the editor each month. All requests, with data necessary for an intelligent answer included, will receive prompt answer, free of charge, through this department.

Address communications to Ira W. Wolfe, Industrial and System Engineer care of GOLFDOM, 236 North Clark Street, Chicago, Illinois.

L. G. C. C. Kentucky:
To eliminate unnecessary and unauthorized purchases of supplies, install a purchase order system with some responsible employee or official in charge. Pay no invoices unless the purchase is covered by a specific purchase order, properly approved and countersigned.

Figure 1 is the original of a suggested form, to be given or sent the vendor when the purchase is made. It contains all specific general instructions along the lower portion of the form.

Figure 2 is the duplicate for office use to check against the vendor's invoice. It differs from the original only in the lower left-hand corner.

The forms are letterhead size, 8½ in. by 11 in.

S. G. & C. C., Illinois:
It is difficult to check purchases unless a daily receiving report is established, as shown in Figure 3. Every department or individual in your club organization should be instructed to fill out a daily receiving report for every item of material or merchandise received by any department anywhere on the club grounds.

The receiving report is printed in triplicate and used as follows:
(a) The original to the purchasing department.
(b) Duplicate to the accounting department to be checked against invoice.
(c) The triplicate is retained for reference by the employee who made out the report.

Cash for Used Golf Balls—Highest prices paid. Any quantity, any condition. For full information write, GOLF BALLS, Box 10, care GOLFDOM, 236 N. Clark St., Chicago.
The blank need not be larger than $5\frac{1}{2}$ in. by $8\frac{3}{4}$ in. and should be made up in pads of twenty-five sets each.

**DAILY RECEIVING REPORT**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fig. 3.**

**GEORGE DAVIES**

GOLF COURSE ARCHITECTURE and CONSTRUCTION

*Advice Given On Your Troubles*

Headquarters: BIG SPRING G. C.

Home Address: 220 STILZ AV.

Louisville, Kentucky

**American Park Builders**

GOLF COURSES PLANNED and BUILT COMPLETE

201 E. Ontario St. Chicago, Ill.

**FULNAME**

Universally recognized as the one effective method of marking golf balls

THE FULNAME CO.

CINCINNATI, O.

---

**Are you awake at the dawn of the pro's golden era?**

Pros who are onto their jobs now fully realize the importance of being merchants.

Our policy is to co-operate and develop this merchandising trend to the fullest extent of profit for the pro.

You know Walter Hagen is a money-maker. He's played at more clubs than any other pro in the country. During those visits he has talked with the pros about their business, gotten good keen 'close-ups' of their markets and methods. The result is the Walter Hagen line of golf equipment.

The Walter Hagen ball was developed after Walter had spent months trying hundreds of balls of different designs and construction features and witnessed the performance of these balls as played by countless average and expert players. Walter plays it always. He won the Western Open with it. The Hagen line of clubs has been perfected after studying carefully hundreds of pro shop stocks and seeing what moves best.

Manufacturing of these clubs is done under the most carefully supervised, thoroughly equipped and expertly manned plant in the country.

*And here is where the big punch comes...*

Merchandising of Walter Hagen clubs and balls features the pro as the safe and sound merchant of the best in golf equipment. Every detail of our plans for the winter season in the south and California and for the campaign of 1928 is designed to help the pro move more goods.

If you are a pro who is qualified to be a highly successful and prosperous business man, we want you as one of our associates in this new and better golf goods merchandising campaign. We only want the best grade of pros as our customers and to help them make more money we will go to the limit.

Watch our advertising in GOLFDOM for details of our plans to increase your profits.

**The L. A. YOUNG CO.**

Makers of

**WALTER HAGEN GOLF EQUIPMENT**

Holbrook and Greeley Aves.

Detroit, Michigan