

Office Forms and Controls for Golf Club Use

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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

VENDOR'S COPY - ORIGINAL
PURCHASE ORDER N^o 99998
Country Club
GOLF

DATE _____

RECEIVED _____

PLEASE FURNISH FOR IMMEDIATE DELIVERY, AND CHARGE TO OUR ACCOUNT, THE FOLLOWING ITEMS:

QUANTITY	DESCRIPTION OF ITEM	UNIT	UNIT PRICE	TOTAL PRICE

FOR GENERAL OFFICE USE ONLY

APPROVED BY _____
APPROVED BY _____
APPROVED BY _____

Fig. 1.

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.

VENDOR'S COPY - DUPLICATE
PURCHASE ORDER N^o 99990
Country Club
GOLF

DATE _____

RECEIVED _____

PLEASE FURNISH FOR IMMEDIATE DELIVERY, AND CHARGE TO OUR ACCOUNT, THE FOLLOWING ITEMS:

QUANTITY	DESCRIPTION OF ITEM	UNIT	UNIT PRICE	TOTAL PRICE

FOR GENERAL OFFICE USE ONLY

APPROVED BY _____
APPROVED BY _____
APPROVED BY _____

Fig. 2.

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 $8\frac{1}{2}$ in. and should be made up in pads of twenty-five sets each.

FORM NO. 10000 (REVISED 1927)

DAILY RECEIVING REPORT

Date _____ From _____ Address _____ Delivered By _____ Transportation Charges _____ To apply on our P. O. No. _____ B/L Date _____ Condition Goods Received _____ No. of Pkgs. _____

DUPLICATE

No 1010

This copy kept by the receiving department for future reference.

QUANTITY	UNIT	DESCRIPTION	WEIGHT	#

Received by _____ Checked by _____
 Compared with Invoice by _____ Approved by _____

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

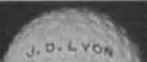
GOLF COURSES PLANNED

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