

PURCHASING RESPONSIBILITY

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can lift the actual card record which discloses the actual amount as well as the quantity on order and when it is expected.

The department must keep up with a lot of things in order to always have the proper quantity on hand—such as how long it takes to get each item and the amount of time each staple will last the company. Trim on seasonal goods cannot be ordered too often, for perhaps the planning and designing committee will change the styles and the trims on hand will no longer be wanted. To help in the planning of seasonal lines, the purchasing department keeps on hand at all times samples of all available trims such as buttons, thread, zippers, labels, and the like.

McCall is the first to see any requisitions going into the purchasing department. He edits them and checks such things as the amount ordered. It takes a lot of shopping around sometimes to get the right quantity at the right price that can be shipped at the right time. Often a better price can be secured if a large amount is ordered—but first McCall must be sure that the company will be able to use the larger quantity in a reasonable length of time.

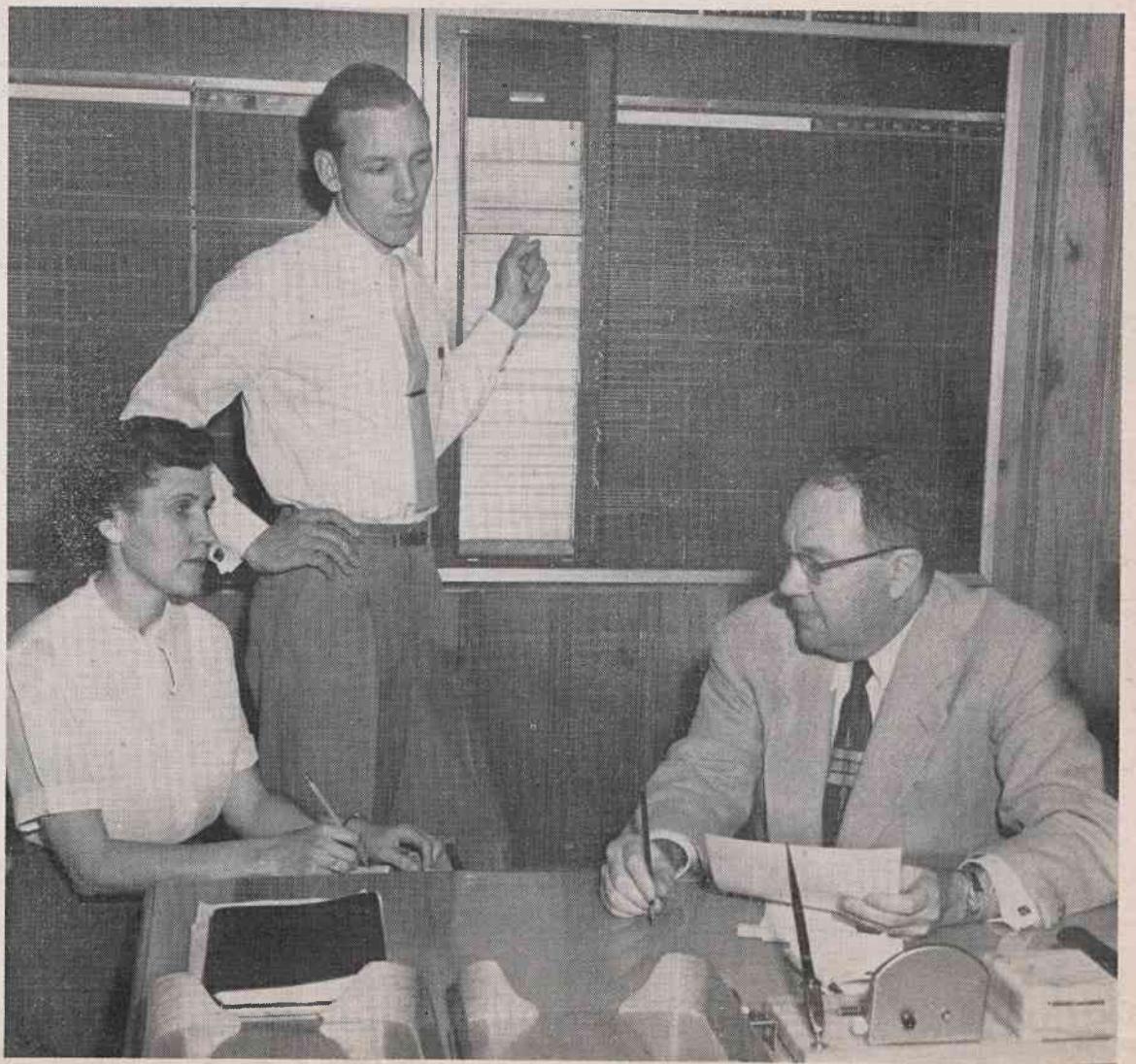
The requisition then goes to John Edwards, assistant to McCall, who is responsible for the running inventory. John must note the quantity and items being ordered. Later he will check the invoice received by the company for the items, making sure the right quantity was shipped and noting the increase in stock on his inventory.

The requisitions are then typed into orders by Margaret Beck. She types all orders sent out by the company, including the ones for garment fabrics. Also, she acts as receptionist at the White division.

Margaret joined the Anvil Brand family in December of 1950. Her husband is Charles Beck who works at the Diamond Full Fashioned Hosiery Company. They live at 507 Barket St. and have one son, "Chuck," who is seven years of age.

John has been with the company since 1945 and was transferred to purchasing from shipping in March. He left the company twice, once to complete a two-year course in business administration at High Point College and a second time to serve two years in the U. S. Army. He is single.

The department head, like his assistant, is unmarried. McCall first came with Anvil Brand in



THE PURCHASING CREW — Earnest McCall, who heads the purchasing department at Anvil Brand, is shown at right above in conference with his assistant, John Edwards, and Margaret Beck who types up the many orders placed by the company.

1935, starting in the purchasing end of the business. He later served five years in the Transportation Corps of the Army, seeing service in Charleston, S. C., New Orleans, La., and in the Philippines. He was released from service in 1945 and came back with the company, working for a short period as a salesman and then transferring back to head the purchasing department.

Others in the White office that work closely with the purchasing crew include Betty Pugh, Ruth Craver, Rachel Pearce, Milton Gupton, Helen Hughes, Vice President Mehan and Production Manager Jack Rives.

Betty acts as secretary to Mehan, Rives, and McCall. She also helps with production records. Betty started with the company in her present job in August of 1952. She is single and lives with her parents, Mr. and Mrs. T. F. Pugh, on Route 1, Thomasville.

Ruth Craver computes the predetermined standard costs and variances which form the basis for the company's cost accounting system. She works closely with Milton Gupton who, as Mehan's assistant, is primarily concerned with cost

control.

Ruth started as a member of the Anvil Brand family in 1942 in the payroll department. She went to the costs department when it was first organized, about 1947. She is married to Wade Craver who works at Briggs Upholstering Company. They live on Route 2, High Point, and have a five-year-old daughter, Sandy.

Milton came to Anvil Brand in 1951 as assistant to the comptroller. He was made assistant to Mehan last fall. He is married to the former Jean Ousley and the couple live in a new home on Fifth Street with their four and one-half year old son, "Buddy," and six weeks old son, Garry.

Two others in the White office that work closely with the executive vice president are Helen Hughes and Rachel Pearce. Helen only last month was transferred from engineering to do the styling and specifications on seasonal lines. She came with the company in 1934, is married to E. F. Hughes, who works at Highland Container, and lives at Jamestown.

Rachel keeps a running inventory of all fabrics that go into the making of Anvil Brand gar-

ments. Her records also form the basis for the firm's weekly cutting sheets. She came to Anvil Brand four years ago and started in the sales department. She was transferred to her present post the latter part of February. Rachel's husband, Blake, is serving in the U. S. Army.

Four Give Blood

Even though the company was closed for Easter vacations during the last visit of the Red Cross bloodmobile to High Point, Anvil Brand had four employees to volunteer to give a pint of blood and they secured their own rides to the Armory.

Volunteering were Herb Ross, Jones Dagenhart, and W. O. Benfield, all of the maintenance department, and Dorothy Brown of dungaree.

Take a look at your next pay slip. Compare the information with that on your social security card. If they are not in agreement please get in touch with the personnel office. Help the company to help you.