

Buyers:	
Mrs. Helen E. Parsons.....	Baltimore
Eugene G. Connor.....	Baltimore
Senior Stenographers:	
Miss Marie F. Vala.....	Baltimore
Miss Helen A. Case.....	Westminster
Senior Clerks:	
Francis X. Lochboehler.....	Baltimore
Miss Margaret M. McConnell.....	Baltimore
Adam G. Uhl.....	Baltimore
Senior Typist:	
Miss Virginia E. Immler.....	Baltimore
Junior Clerk:	
John C. Walker.....	Baltimore
Warehouseman:	
Andrew G. Foley.....	Baltimore
Chauffeur:	
F. Dutrow Simmons.....	Owings Mills
Telephone Operator:	
Mrs. Louise T. Meyer.....	Halethorpe
Office Boy:	
Wilfried Espenhain.....	Eastern Heights

This Bureau consists of the Governor, who is Chairman; Secretary of State, Comptroller of the Treasury, State Treasurer, Chairman of the State Roads Commission, Commissioner of Motor Vehicles, Chairman of the State Board of Welfare, Chairman of the State Board of Health, State Superintendent of Public Schools, President of the University of Maryland, and the Superintendent or managing heads of the following institutions: Crownsville State Hospital, Eastern Shore State Hospital, Rosewood State Training School, Spring Grove State Hospital, Springfield State Hospital, Maryland Tuberculosis Sanatorium, Maryland State School for the Deaf, Montrose School for Girls and Maryland Training School for Boys.

The Chairman of the Bureau appoints a Secretary-Treasurer who shall be known as the Purchasing Agent.

The Central Purchasing Bureau of Maryland was established in consequence of an act passed by the Legislature of 1920 (Chapter 184, 1920). The Bureau was organized in June, 1920, and immediately took over the purchasing for all State Departments and Institutions with the exception of the State Roads Commission.

During the first year of its existence the Bureau purchased materials, supplies and equipment amounting to approximately \$800,000. During the last fiscal year, purchases in excess of \$2,000,000 were made.

The principal functions which this office has endeavored to carry out are as follows:

- First: The securing of lower prices by reason of bulk purchases. Comparison between the prices paid on consolidated quantities and those which individual institutions would pay show a saving of not less than 10%.
- Second: Standardization of commodities in common use, resulting in a decrease in the varieties purchased with the consequent increase in the volume of purchases of standardized articles.
- Third: Because of the volume of consolidated purchases, original sources of supply can be dealt with, resulting in the lowest possible price.