

Supply Booklet

**International Union
United Automobile, Aerospace and
Agricultural Implement Workers
Of America (UAW)**



Gary Casteel
International Secretary-Treasurer

Updated 1/2017

8000 East Jefferson Avenue – Detroit, Michigan 48214

Solidarity House

8000 EAST JEFFERSON AVE.
DETROIT, MICHIGAN 48214
PHONE (313) 926-5000
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INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA – UAW

BOB KING, *PRESIDENT*

DENNIS D. WILLIAMS, *SECRETARY-TREASURER*

VICE-PRESIDENTS: JOE ASHTON • CINDY ESTRADA • GENERAL HOLIEFIELD • JIMMY SETTLES

Greetings:

Among your obligations as a local union financial officer are documenting and tracking your local's finances, maintaining membership records and lists, and filing reports. You and your fellow officers are also obligated to keep members informed and current on publications and materials.

This supply booklet, Publication #P14, has been prepared to assist you in ordering standard supplies and publications for your local union, which will help you execute these duties.

Forms are listed in alphabetical order. The procedure for ordering is included as well. Should you not find what you are looking for, contact the Purchasing Department at (313) 926-5221 for assistance.

We hope this proves helpful and wish you success in your service to the membership.

In solidarity,

Gary Casteel

WHEN ORDERING LOCAL UNION STANDARD SUPPLIES FROM THE UAW PURCHASING DEPARTMENT, YOUR ATTENTION TO THE FOLLOWING WILL BE APPRECIATED:

1. Mail orders to the UAW Purchasing Department, 8000 East Jefferson Avenue, Detroit, Michigan 48214. You can also fax orders to (313) 926-5300 or email to uawsupply@uaw.net.
2. It is important that all orders for Local Union standard supplies be made out on the Order Blank, Form A-30, and signed by the financial secretary, the president may also sign. No other method of ordering supplies will be recognized by the Purchasing Department.

Fill out heading of the Order Blank in detail.

- ◆ Date
- ◆ Local
- ◆ Phone Number
- ◆ Region Number
- ◆ Name of individual to receive supplies
- ◆ Address, City, Zip Code and State (NO P.O. BOX)
- ◆ Email address

UAW PURCHASING DEPARTMENT ORDER BLANK		
Local No. _____	Region No. _____	Date _____ 20 _____
Name _____		
Address _____		
City _____	State _____	Zip _____
Email address: _____		
<i>Order Cannot Be Sent to P.O. Boxes</i>		

Important: Include a name, street address and telephone number. **Orders CANNOT be delivered to PO Boxes.** Requests for airmail special delivery or air express shipments will be charged to the Local Union account.

3. DO NOT PREPAY ORDERS. YOU WILL BE INVOICED FOR YOUR MATERIALS AFTER THEY ARE SHIPPED.
4. Prepare all Order Blanks in duplicate. Send original to the Purchasing Department and retain duplicate copy for Local Union records.

Give definite quantities, as the Purchasing department has no way of determining the needs of the Local Union.

- ◆ Fully describe item desired
- ◆ List form or publication number and price

After signing, mail to the address on the bottom of the form. The form can also be faxed to **(313) 926-5300**.

ITEM #	DESCRIPTION	PRICE	QUANTITY

Approved by: _____
This order MUST be signed by the President OR Financial Secretary

Local Union Phone No _____

PLEASE DO NOT PRE-PAY – Send check after receiving invoice.
Accounting Dept. 8000 E. Jefferson, Detroit, MI 48214
Telephone: (313) 926-5221
Fax: (313) 926-5300
Email: uawsupply@uaw.net

FORM A-30
 PRINTED U.S.A.
C 000000

opeiu494

White copy – Supply Department Yellow Copy – Local Union

Upon receipt of the supplies, check the duplicate copy of the order and report any shortages or errors to the Purchasing Department immediately. No claims will be considered after 15 days.

Reconcile the invoice with your order and send a check payable to International Union, UAW and mail to:

**Accounting Department
8000 E. Jefferson Avenue
Detroit, MI 48214**

If it becomes necessary to return merchandise to the Purchasing Department, you must enclose a copy of the packing slip you receive with the material and the following information:

1. Reason for returning item or items.
2. Quantities being returned and by what method.

All standard supplies furnished by the Purchasing Department are based on cost plus overhead. Any errors causing an exchange of merchandise will result in increased cost to the Local Union as well as the International Union. In view of this, Financial Secretaries are cautioned to make certain that each item is properly identified on the order blank.

Office Supplies and Letterhead Orders

Office supplies should be purchased from an office supply dealer in your vicinity. Make every effort to use a union represented company.

For letterheads and envelopes consult a union printer in your vicinity.

All prices are subject to change without notice.

Supply Listing in Alphabetical Order		
Item No.	Item Description	Price/ Quantity
1225	25 Year (Tie Tac)	.80
1227	30 Year (Tie Tac)	.80
1229	35 Year (Tie Tac)	.80
1230	40 Year (Tie Tac)	.80
RW50	50 Year Lapel Pin Retired Worker	.80
A56	60-Day Notice to Employer	
354	A Guide for Drafting Local Union Bylaws	.55
359	A Guide for Local Union Trials	.30
RET2013	A Summary Record of Financial Information for Retirees	
DVD012	All Things Considered: The Case of The Militant Shop Steward (DVD)	1.00
1118	Alternate Committeeperson Button	.05
519	Amalgamated Local Unions	.20
DVD009	An Inside Look at Collective Bargaining (DVD)	1.00
A171	Application For Adjustment of Initiation or Reinstatement Fees	
RW1000	Application for Associate Status Spouse/Surviving Spouse (50/Pad)	.55
A144	Application for Membership (USA)	
A144C	Application for Membership (Canadian)	

DVD011	Arbitration: The Seven Tests of Just Cause (DVD)	1.00
DVD010	Arbitration: The Truth of the Matter (DVD)	1.00
1116	Associate Member Pin (Tie Tac)	1.07
1113	Attendance Punch	5.00
A20	Audit Report: Semi-Annual	
405	Bill of Rights (Parchment)	.05
1138	Bi-Monthly Dues Button (per standing order only)	.30
1195	Black Detroit	11.95
DVD021	Brothers on the Line (DVD)	1.00
516	Building Your Local Union-A Handbook for Local Union Elected Officers (Revised 1/16)	11.95
501	Building The Power of Our Union Through Standing Committee (Revised 8/2016)	1.15
C4	CAP Council Cash and Fund Summary	.20
C2	CAP Council Summary of Expenditures	.20
C1	CAP Council Summary of Income	.20
C3	CAP Council Summary of Income by Month	.20

A43-12	Cash and Fund Summary (Sheets 1 & 2)	.15
A43-34	Cash and Fund Summary (Sheets 3 & 4)	.15
1131	Certificate of Initiation Ceremony	.05
A39	Check off & Member Attendance Card (Order per sheet, 8 per sheet)	.20 per sheet
1120	Chief Steward Button	.07
508	Collective Bargaining for Local Union Committees	1.50
1123	Committeeperson Button	.07
C1026-2	Conducting a Voter Registration Drive at Your Worksite	
1244	Constitution UAW	1.41
A110	Daily Cash Received Record (50/pad)	
DVD001	Detroit – The Making of a Union Town (DVD)	1.00
A136	Disbursement Voucher (50/pad)	.55
1109C	Dues Paying Retiree Button (Clasp)	.80
1109	Dues Paying Retiree Button (Tie Tac)	.80
1196	Duties of Local Union Financial Officers	35.00
DVD006	Duty of Fair Representation (DVD)	1.00

545H	Education Standing Comm. - Trifold	.20
545H+	Education Standing Comm. Trifold (Spanish)	.20
505	Education Standing Committee - Book (Revised 02/16)	1.00
506	Education Standing Committees Educating for Change	1.00
F-1	Employee Grievance Form, 1 st Stage (Single forms)	.13
001	Ergonomics Awareness Manual	2.00
1144	Financial Secretary LU Ledger Binder	59.00
A146	Financial Secretary's Record Card	.01
404	First GM Agreement (Parchment)	.25
530	FMLA Handbook	17.00
520	Ford Motor Co. & Intl UAW 1941 1 st Agreement	.10
DVD015	Free the Children (DVD)	1.00
DVD019	From Rags to Riches (DVD)	1.00
1185	Gavel	10.00
C2000	Generic Active V-CAP Card (Yellow)	
C2000+	Generic Active V-CAP Card (Spanish)	
C2000R	Generic Retiree V-CAP Card (Blue)	

C2005	Generic Weekly V-CAP Check-off Card (Ivory)	
A21	Gratuitous Membership Card	
A3	Green Envelopes(Per Capita Tax only	Call Accounting 313-926- 5124
123	Grievance Handlers & Bargainers Pocket Guide (Revised June 2015)	2.90
525	Grievance Handling – A Handler’s Guidebook for Success	2.00
F-2	Grievance Record Pads, 2 nd Stage (100 sheets per pad)	1.20/pad
349-06	Guide for Local Union Election Committees	1.50
F-10	Health & Safety Complaint Form	.06
RW670	Heartbeat of the Union Flag Pin	1.00
A78	Honorable Withdrawal Transfer Pad (12/pad)	
602	How to Engage in your Local Union Meeting (New Sept 2015)	
512	How to Plan and Run an Effective Meeting Handbook	.50
560	How to Win Past Practice Grievances	10.00
A37	“It’s Time!” UAW Authorization Card	
A37C	“It’s Time!” UAW Authorization Card (Spanish)	
C1025-2	Joining Your CAP Committee	

325	<p>Labor Bookshelf (7 books) #571 - Eyes on the Prize #572 - The Lexicon of Labor #570 - The Reuther Brothers #573 - Nickel and Dimed #1114 - American Workers, American Unions #1224 – Sit down #1250 – Walter Reuther</p>	<p>(set only) 75.00/set</p>
550	Legal Rights of Union Stewards	13.00
550+	Legal Rights of Union Stewards (Spanish)	10.00
600	Local Union Community Service Committee Guide (New April 2015)	
C2013	Lobbying Guide All States	
360	Local Union Instruction Guide for Retired Workers Chapter Bylaws	.25
SI1020	Local Union Report & Request to Regional Director for Strike Authorization	Contact your regional rep.
A32	Membership and Attendance Card (Order per sheet, 8 per sheet)	.20 Per/sheet
545F	Member-to-Member – Can We Talk?	.20
545F+	Member-to-Member – Can We Talk? (Spanish)	.20
1119	Member Button	.06
C2001	Michigan V-PAC Card CFGG (Salmon)	
C2001C	Michigan V-PAC Card (Continuous)	
C2001I	Michigan V-PAC Card (Individual) (Purple & White)	

C2001R	Michigan Retiree V-CAP Cards	
CD2009-3	MLK – Free At Last – UAW 25 th Dinner	5.00
DVD008	Mouse land (DVD)	1.00
NA01 DVD	National Anthems Songs American, Canadian, Puerto Rica	
A30	Order Blank Form	
DVD017	Organize the Unionized (DVD)	1.00
1210	Parliamentary Law Desk Chart	1.00
1211	Parliamentary Procedures At-a-Glance	6.50
A140	Payroll Ledger Sheet	.15
A138	Petty Cash Summary Envelopes	.05
A137	Petty Cash Voucher (25/pad)	.35
C1066	Precinct Delegate/Committeeperson – The 1 st Step	
438	Problems In Local Union Collective Bargaining	2.50
440	Proceedings from 1st Constitutional Convention	1.00
C1045-2	Putting Together a V-CAP Drive At Your Worksite	
A15	Receipt Book Large	32.00
F-12	Record of Oral Discussion	.25
A139	Record of Receipt Book Received From International	.15

B-7	Regional Map Small Color (8 ½ x 11)	2.00
1238	Retired Member Pin (Tie Tac)	.75
1214	Retired UAW Associate Member Card	.08
1217	Retired Worker Dues Paying Card	.08
RW1221	Retired Dues Check-off (Generic)	
RW1387	Retired Dues Check-off (Chrysler – blue)	
RW1388	Retired Dues Check-off (Ford – pink)	
RW1389	Retired Dues Check-off (GM – green)	
RW659	Retiree Sticker UAW (4")	.15
RW50	Retired Worker 50 Year Lapel pin	.80
545I	Reuther Archives – Preserving Our History	.20
545I+	Reuther Archives – Preserving Our History (Spanish)	.20
1222	Rocking the Boat	17.95
1213	Roll Call Book	2.50
ST1000	Skilled Trades/UAW Sticker (4" Yellow/Blue)	.18
ST1001	Skilled Trades/UAW Decal (3"Clear/Blue) inside mount	
ST1002	Skilled Trades/UAW Decal (2 1/2"Clear/Blue) outside mount	
DVD003	Solidarity (DVD)	1.00

SM1	Solidarity Magazine	
SMW	New Member Magazine (With Beck Report)	
347	Songs for UAW Members – “Roll the Union On”	12.50/100 .15 EA
A5758	Special Official Application for Membership (Yellow Card 2-part)	
A5758+	Special Official Application for Membership (Spanish Blue-Card)	
505	Standing Committees - An Activist Handbook	1.00
505+	Standing Committees - An Activist Handbook (Spanish)	1.00
545E	Standing Committees – The Building Blocks of A Strong Local Union	.20
545E+	Standing Committees – The Building Blocks of a Strong Local Union (Spanish)	.20
A2	Statement of Expenses	
1122	Steward Button	.07
460	Strains & Sprains	2.00
C1047-2	Strengthening Your CAP Committee	
601	Strike Assistance: A Guide for Community Services Committees (New March 2015)	.30
SI1010	Strike Authorization Request	Contact your regional rep.
A41	Summary of Expenditure by Months	.15
A40-1/2	Summary of Expenditures	.15
A42	Summary of Income	.15
A44	Summary of Income by Month	.15
A3A	Summary of Members by Worksite (available through Accounting Dept. only)	
5406	UAW Strike Assistance Program (Tri-fold)	Contact your regional rep.

5406+	UAW Strike Assistance Program (Tri-fold) (Spanish)	Contact your regional rep.
P-14	Supply Book (Revised 6/2016)	
507	Survey Design - An Activist Handbook Supplement	1.00
RW1020	Surviving Spouse Authorization for Check-off of Dues – Chrysler	
RW1010	Surviving Spouse Authorization for Check-off of Dues – Ford (Pink Card)	
RW1030	Surviving Spouse Authorization for Check-off of Dues – GM	
DVD018	The Good Fight (DVD)	1.00
DVD005	The Great Sit down (DVD)	1.00
DVD004	The Inheritance (DVD)	1.00
1301	The Many & the Few	12.76
CD2009-1	This Land is Your Land	5.00
376	This Union Cause	22.50/100 .25 EA
DVD002	This Union Cause (DVD)	1.00
DVD515	UAW Basics (DVD)	1.00
515	UAW- Basics (Revised 9/15)	.30
515+	UAW- Basics (Spanish Revised 9/15)	.30
545A	UAW Charters – Charting A Course for Your Local Union	.20
545A+	UAW Charters – Charting A Course For Your Local Union (Spanish)	.20

356	UAW Dues -- It Pays to Belong	.25
356+	UAW Dues -- It Pays to Belong (Spanish)	.25
545J	UAW Family Scholarship Program	.20
545J+	UAW Family Scholarship Program (Spanish)	.20
1197	UAW Lapel Pin 1"	2.00
1198	UAW Lapel Pin (Epoxy)	1.00
1236	UAW Lapel Pin (Star)	1.20
1261	UAW Logo Sticker (4" Yellow and Blue)	.10
604FD	UAW Leader-Kit Flash Drive-Videos Brothers on the Line, UAW Basics Building a Member to Member Network Conversation-Active Listening, This Union Cause, Duties of Fair Representation	5.50
605FD	UAW Member Kit Flash Drive-Videos This Union Cause - UAW Basic - Brothers on the Line	5.50
1200	UAW Multi-Colored Vinyl Sticker (11.5 inch)	6.00
1201	UAW Circular Sign 22" (Blue & White)	1.10
1248	UAW Plaque	64.00
DVD013	UAW Sing-A-Long: Roll the Union On/This Land Is Your Land/We Shall Not Be Moved/Solidarity Forever (DVD)	1.00
1443	UAW Sings (Labor Sings) (Audio Cassette)	2.00
5408	Strike Assistance Program Local Union Handbook (Replace 5461)	

F-3	Unadjusted Grievance, 3 rd Stage (50/pad)	.70/pad
F2A	Union Grievance (Grievance Starting 2 nd Stage Only)	.10
545G	Union Label	.20
461	Union Label Committees In Action – Buy Union, Buy American (Revised Dec 2015)	.45
535	Union Steward's Complete Guide	16.00
535+	Union Steward's Complete Guide (Spanish)	16.00
VL20__	Vehicle Buying Guide	
495	Veteran Committee Handbook	1.75
1424	Veteran Sticker (4' Vinyl)	.20
1426	Veteran Embroidered Patch (4")	2.00
DVD020	Walter (DVD)	1.00
A60	Weekly Strike Analysis (Expenditures)	Contact your regional rep.
545DC	Weingarten Rights – CARD	.05
545D	Weingarten Rights – Know Your Rights! (Revised 6/2015)	.20
545D+	Weingarten Rights – Know Your Rights! (Spanish) (Revised 2015)	.20
603	Welcome to the UAW (New July 2015)	
449	What Every Local Union Rep. Should Know About Health & Safety	2.00

C2015	UAW National Cap V-Cap	
DVD014	With Babies and Banners (DVD)	10.00
DVD016	Words From a True Friend (DVD)	1.00
A116	Work Permit Pad	.50
518	Member to Member - An Activist Handbook	1.00
518+	Member to Member - An Activist Handbook (Spanish)	1.00
1139	Working Detroit	21.95
CAP13	UAW National Cap Working for a Just Democracy	
CD2009-2	WPR – Toward A Better Tomorrow	5.00

MATERIALS FOR UAW MEMBER KIT

THE ITEMS LISTED BELOW ARE IN THE MEMBER KIT
AND ARE AVAILABLE ALSO FOR INDIVIDUAL PURCHASE

Quantity	Name of Item	Form/Pub No.	Price
	UAW It Pays to Belong	356	25¢ ea.
	This Union Cause	376	25¢ ea.
	Building the Power of Our Union Through Standing Committees	501	\$1.15
	UAW Basics	515	30¢ ea.
	Your Union Representation Weingarten Rights	545D	20¢ ea.
	Weingarten Rights Card	545DC	.05¢ ea.
	How to Engage in your Local Union Meeting	602	N/C
	Welcome to the UAW	603	N/C
	This Union Cause – UAW Basics Brothers on the Line UAW Member Kit Flash Drive Videos	605FD	\$5.50
	UAW Constitution	1244	\$1.41
	Solidarity Magazine Welcome Edition (with Beck Report)	SMW	
	UAW National CAP Working for a Just Democracy	CAP13	N/C
	UAW National CAP V-CAP	C2015	N/C
	UAW MEMBER KIT (All Publications Listed Here)	607MK	\$8.56

***Note: The above prices are subject to change without notice.
Please wait for our invoice before sending payment to.***

MATERIALS FOR UAW LEADER KIT

THE ITEMS LISTED BELOW ARE IN THE MEMBER KIT
AND ARE AVAILABLE ALSO FOR INDIVIDUAL PURCHASE

Quantity	Name of Item	Form/Pub No.	Price
	Grievance Handlers Pocket Guide	123	\$2.90
	President & Vice President Job	188	30¢ ea.
	Guide to Local Union Election Committees	349-06	\$1.50
	Guide to Drafting Local Union Bylaw	354	55¢ ea.
	Recording Secretary –Guide to Help you Fulfill Your Responsibility & Duty	397	25¢ ea.
	Problem in Local Union Collective Bargaining	438	\$2.50
	Building the Power of Our Union Through Standing Committees	501	\$1.15
	Standing Committee An Activist Handbook	505	\$1.00
	Building the Power of the Union through Collective Bargaining	508	\$1.50
	Planning & Running an Effective Union Meeting	512	50¢ ea.
	UAW Basics	515	30¢ ea.
	Building Your Local Union A Handbook for LU Elected Officers	516	\$4.50
	Member to Member an Activist Handbook	518	\$1.00.
	Grievance Handling A Handlers Guidebook for Success	525	\$2.00
	Standing Committee Volunteer-Single Panel Brochure	545E	20¢ ea.
	Brothers on the line. Building a Member To Member Network, Conversation-Active Listening, This Union Cause, UAW Basics, Duty of Fair Representation UAW LEADER Kit FLASH Drive Videos	604FD	\$5.50.
	Parliamentary Law Desk Court	1210	\$1.00
	BPI for Financial Officers	A-100	\$1.00
	BPI for Trustee	A-101	\$1.00
	UAW LEADER KIT (All Publications Listed Here)	606LK	\$29.15

UAW PURCHASING DEPARTMENT ORDER BLANK

Date _____ 20 _____

LU Number _____ Reg. Number _____ LU Phone No _____

Name _____

Address _____

City _____ State _____ Zip _____

Email address: _____

Order Cannot Be Sent to P.O. Boxes

ITEM #	DESCRIPTION	PRICE	QUANTITY

Approved by: _____

This order MUST be signed by the President OR Financial Secretary

PLEASE DO NOT PRE-PAY – Send check after receiving invoice.

Accounting Dept., 8000 E. Jefferson, Detroit, MI 48214

Telephone: (313) 926-5221

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FORM P14
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White copy – Supply Department Yellow Copy – Local Union