Dead

//////// Vancouver. B. C. Feby.5th/20

C. J. Black, Esq.,

Auditor of Agencies,

Montreal.

G-78007.
8560X.

Dear Sir:-

Vancouver Depot O/S $30.05, W.H.Hall.

Further to my letter of the 8th ulto.

I am enclosing Form 153F covering credit $14.85 to clear balance of O/S against the above clerk.

I now find that your Advice 6385 cleared an amount of $4.70. The agent's application to Mr. Brodie only asked for clearance of $3.05, and it was not expected that clearance of item $1.65 would be granted. In fact; there is no reason that this item should be vouchered.

As this amount was included in collection of $16.50 from Mr. Hall at Regina, I presume that you can arrange to absorb the balance available at S/Dr there and credit back to passenger earnings.

Yours truly,

T. A.

FORM 101

CANADIAN PACIFIC RAILWAY COMPANY

INTER-DEPARTMENT CORRESPONDENCE

HT-H VANCOUVER, B.C. JAN.24,1920.

FILE 56422

CORRECTOR C-158201....$10.10.
A/C MR.&MRS. STUBBS EXCHANGE.

A. W. TENNANT, ESQ.,
TRAVELLING AUDITOR,
BUILDING.

DEAR SIR-

I HAVE RECEIVED LETTER FROM OUR EUROPEAN PASSENGER MANAGER MR. H. G. DRING, ADVISING THAT HE HAS BEEN SUCCESSFUL IN THE COLLECTION OF THE ABOVE AMOUNT FROM MR. STUBBS. THIS AMOUNT WAS COLLECTED FROM TICKET CLERK WHO MADE EXCHANGE, AND SAME TAKEN TO S/D ON B/S W/E JULY 31ST.

WILL YOU PLEASE AUTHORISE S/CR FOR THE above AMOUNT ON MY NEXT B/S SO THAT I MAY REIMBURSE TICKET CLERK.

YOURS TRULY,

C Millard

Arrange take up with C.P.O. direct

//////// Vancouver. B. C. Jany.8/20.

A. E. Smith, Esq.,

Travelling Auditor,

Regina.

Dear Sir:-

Vancouver Depot O/S $30.03, W.H.Hall.

I have yours of the 5th inst.

Please advise when money has actually been paid in by Mr. Hall. giving reference to Regina S/Drs so I may give agent here S/Cr to clear his O/S.

Would advise that item $10.48 has been collected from the Military Authorities, and that item $3.05 is now being vouchered by G.P.A. Collection of $16.50 from Mr. Hall will therefore close out this O/S.

Yours truly,

T. A.

//////// Vancouver. B. C. Jany 8/20

C. J. Black, Esq.,

Auditor of Agencies,

Montreal.

G-78097.
85607.

Dear Sir:-

Vancouver Depot O/S $30.03, W.H.Hall.

Further to my letter of the 6th inst.

Please note enclosures from Mr. Smith, Regina, advising that Mr. Hall has agreed to pay $10.00 on the 15th inst. and $6.50 on the 1st Feby.

Mr. Brodie now advises agent that voucher has been passed covering clearance of item $3.05. When above collections have been made from Mr. Hall it will clear the total shortage of $30.03. against this clerk.

Yours truly,

T. A.

///////// Vancouver. B. C. Jany.6/20.

C. J. Black, Esq.,

Auditor of Agencies,

Montreal.

G-78007.
85607.

Dear Sir:-

O/S. against Ticket Sellers not now in the service,
Vancouver Depot.

Further to my letter of the 29th ulto.

We have since followed up, in another direction, item $10.48 part of shortage against W.H.Hall (Pt $30.03), and you will note from attached that collection has been made and item dropped from O/S.

Yours truly,

T. A.

CANADIAN PACIFIC RAILWAY COMPANY

OFFICE OF THE AUDITOR OF AGENCIES

C. J. BLACK,
AUDITOR OF AGENCIES

H. J. DALTON,
ASST. AUDITOR OF AGENCIES

W. H. BLACKALLER,
ASST. AUDITOR OF AGENCIES

MONTREAL, December 22nd. 1919.

G - 7 8 0 0 7.
8 5 6 0 7.

A. W. Tennant, Esq.,
Travelling Auditor,
Vancouver, B.C.

Dear Sir:-

O/S.against Ticket Sellers not now in the service,
Vancouver Depot.

Referring to your letter of 4th inst. I attach copy of Mr. Shearing's reply in connection with agent's letter to me October 4th. I am advising agent accordingly.

Perhaps it would be as well for you to write Travelling Auditor, A.E.Smith at Regina, and have him take up with Mr. Hall. I am returning statement of $30.03 against the latter.

Outstanding $4.75 W.H.Altorfer. I find the special debit taken on March 31/19 $16.65 account cash over is still open in agent's expense account in this office. You are at liberty to use $4.75 to clear this item.Please advise when special credit will be taken.

Yours truly,

C J Black

Auditor of Agencies.

///////// Vancouver. B. C. Dec.29th/19

C. J. Black, Esq.,

Auditor of Agencies, G-78007.
85607.

Montreal.

Dear Sir:-

O/S. against Ticket Sellers not now in the service, Vancouver Depot.

Yours of the 22nd inst, in reply to mine of the 4th inst. I have today written Mr. Smith at Regina as suggested.

Attached please find Form 153F covering credit $4.75 now allowed to clear O/S against W.H.Alterfer.

Please note attached copy of reply from former clerk S.H.Jarvis. He evidently is not inclined to meet his obligations.

Yours truly,

T. A.

////////// Vancouver. B. C. Dec.20th/19

C. J. Black, Esq.,

Auditor of Agencies,

Montreal,

A-78007.
85607.

Dear Sir:-

O/S against Ticket Sellers not now in service.
Vancouver Depot.

Yours of the 1st inst. had already been covered by my letter 4th. Items $5.57 and $4.40 are errors against former clerk, H.J.Jarvis.

I now enclose particulars of a further debit of $3.80 against this clerk. You will note that this is a very old transaction, and has evidently been in correspondence with Mr. Shearing.

If any attempt is made to locate Mr. Jarvis through our London office will you please include this item.

Yours truly,

T. A.

CANADIAN PACIFIC RAILWAY COMPANY

GS/AW. OFFICE OF THE AUDITOR OF AGENCIES 9350.

C. J. BLACK,
AUDITOR OF AGENCIES

H. J. DALTON,
ASST. AUDITOR OF AGENCIES

W. H. BLACKALLER,
ASST. AUDITOR OF AGENCIES

A-7 8 0 0 7-W.
8 5 6 0 7.

MONTREAL, December 1st., 1919.

A. W. Tennant, Esq.

Travelling Auditor.

Vancouver, B.C.

Dear Sir:-

O/S against Ticket Sellers not now in service.
Vancouver Depot.

Referring to yours of October 7th/19.

I attach hereto copies of Correctors B-163695 & 6 on which Agent is O/S $4.40 and $5.57 respectively against Ticket Sellers not now in service, in addition to those mentioned in yours of Oct 7/19

Please look into this matter and advise me, along with Correctors comprised in above heading.

Yours truly,

C J Black

Auditor of Agencies.

PBL

/////////// Vancouver. B. C. Oct. 7th/19.

W. H. Hall, Esq.,

C/O The McDirmid Lumber Co.

Prince Albert.

Dear Sir:-

Vancouver Depot O/S $30.03

Enclosed please find a memo showing the detail of above.

I have gone carefully over all transactions involved, and have verified the errors as being against you. There is not a single instance where we have an opportunity of applying cash overages. In fact; stubs would show that you evidently collected short of tariff rates.

Item $10.48 will no doubt be adjusted and cleared in time as per my remarks on memo.

Will you be good enough to remit the balance of $19.55 to clear O/S. If unable to remit in full please remit in part, and advise when we may expect to receive the balance.

You are aware that these amounts will have to be paid out of commissions earned by the staff, if not settled by yourself, and I am satisfied that we will hear from you promptly.

Yours truly,

Travelling Auditor.

(18-6-19—15410)

CANADIAN PACIFIC RAILWAY CO.

Office Auditor Pass Receipts

FORM A.P.R. 85

Correction Sheet No. B 16695

Agent / Conductor: Vancouver Depot

Station / Agency: 191

Train No. Local

The following corrections have been made in your ..... Ticket

Report for the month of October 19 a/c month of June 1909

DESTINATION	FORM	CONSECUTIVE NUMBERS COM.	CONSECUTIVE NUMBERS CLOS.	REPORTED AT FARES	REPORTED AT RATE	REPORTED AT AMT.		SHOULD BE FARES	SHOULD BE RATE	SHOULD BE AMT.		DIFFERENCE	
Castor	1	4849057		1		.54	.55 .25			.58	.60 .60	4	.40
Ruby Creek	1	7941337		1		1	.65	1		1	.90		.25
Ashcroft	1	7916165	66	2	5.10	10	.20	2	5.15	10	.30		.11
Coburg	5	195563	4	2	77.70	155	.40	2	78.00	156	.00		.60
Kaslo	565	95 36		1		10	.20	1		11	.20	1	.00

This must be taken to debit on receipt unless any item has been previously reported: in such cases reference must be given to date when Debit was taken. Any correspondence in connection with this Corrector must be addressed to AUDITOR OF AGENCIES, Montreal.

Correct your books to agree with the above and take Debit for $ 6.35 in Balance Sheet of 191

Corrected

Agent or Conductor.

J. H. SHEARING,
Auditor Passenger Receipts,
Per .....

(18-6-19—15410)

CANADIAN PACIFIC RAILWAY CO.

Office Auditor Pass Receipts

FORM A.P.R. 85

Correction Sheet No. B 16369 6

Agent / Conductor: Vancouver Depot

Station / Agency: Oct 21 21 191 7

Train No.

The following corrections have been made in your Local Ticket

Report for the month of October a/c month of March

DESTINATION	FORM	CONSECUTIVE NUMBERS COM.	CONSECUTIVE NUMBERS CLOS.	REPORTED AT FARES	REPORTED AT RATE	REPORTED AT AMT.	SHOULD BE FARES	SHOULD BE RATE	SHOULD BE AMT.	DIFFERENCE
Edmonton	56	24576				16 75				
Calgary	946	120202				5 25				
In exchange for above tickets agent received Military										
Warrant # 537 calling for second class transportation										
1951 Transit berth valued 2.60 therefore the difference										
between a first & second class ticket is charged										

This must be taken to debit on receipt unless any item has been previously reported: in such cases reference must be given to date when Debit was taken. Any correspondence in connection with this Corrector must be addressed to AUDITOR OF AGENCIES, Montreal.

Correct your books to agree with the above and take Debit for $ 5 57 in Balance Sheet of 191

Corrected

Agent or Conductor.

J. H. SHEARING,
Auditor Passenger Receipts,
Per

///////// Vancouver. B. C. Dec. 4th/19

C. J. Black, Esq.,

Auditor of Agencies, G-78007.
85607.

Montreal.

Dear Sir:-

O/S against Ticket Sellers not now in Service, Vancouver Depot.

Further to my letter October 7th.

O/S $30.03, W.H.Hall. Agent wrote Mr. Shearing Oct.4th regarding Corr.155913 $10.48; but has had no reply. I am having agent send you copy of letter to Mr. Shearing, and asking you to take up for reply. The circumstances are such that leads me to think that this item can be cleared if handled promptly.

I have also instructed agent to ask Mr. Brodie for clearance of $3.05 (Pt $4.70) Corr B-158567. Fare advice 613 was not properly worded to include Okanagan Lake Points, and this amount can be cleared to reduce this clerk's shortage.

Mr. Hall did not reply to my letter October 7th, and it is evident that he intends to ignore our request. I am advised that he is now ticket clerk in the Union Station at Regina. Can you ascertain this from T.A. in that territory. I am attaching full details of shortage against this clerk in case you wish our T.A. to try and collect from him, if found to be at Regina.

O/S.$4.75, W.H.Alterfer. Apparently all debits have now been advised by A.P.R., and I think that it is safe to presume that this

2 C.J.Black, Esq.,

is the extent of shortages against this clerk. Please see my remarks third paragraph page 2 letter October 7th. also your G-70378, and advise if I may give S/Cr against S/Dr $10.00 available and clear this item up.

O/S. $19.07 H.J.Jarvis. The address of this clerk has since been secured, and agent wrote him Oct. 29th & 30th, as per copies attached,. Agent is now inclined to think that Mr. Jarvis will fail to respond.

The item of $2.60 mentioned in my letter October 7th cannot be cleared. Mr. Shearing having shown that passenger was given first class accommodation on a second class Warrant.

Debits $5.57 and $4.40 have been charged up to this man since writing you, and .80 cts cleared from previous debits. making the present O/S. of $19.07.

Perhaps you might wish to have our London office make an attempt to collect this shortage from Mr. Jarvis. I attach full details of debits for the purpose.

Yours truly,

T. A.

#1510 #18796 issued by Jarvis June 2nd
repl by him 11.00 claimed
was charged 14.00
Mrs Sheldon
Millard says no overage

14.00
13/

CANADIAN PACIFIC RAILWAY COMPANY

OFFICE OF THE AUDITOR OF AGENCIES

C. J. BLACK,
AUDITOR OF AGENCIES

H. J. DALTON,
ASST. AUDITOR OF AGENCIES

W. H. BLACKALLER,
ASST. AUDITOR OF AGENCIES

MONTREAL, October 16th. 1919.

G - 7 8 0 0 7.

8 5 6 0 7.

A. W. Tennant, Esq.,

Travelling Auditor,

Vancouver, B.C.

Dear Sir:-

O/S.against Ticket Sellers not now in Service, Vancouver Depot.

Your letter of October 7th.- Re closing paragraph. As the amount of possible loss is under $60.00 for a period of three months I do not think we can insist on an additional clerk as the expense would be a minimum of $87.50 monthly.

Yours truly,

C. J. Black

Auditor of Agencies.

26th Pt James McCleer Feb 5 1820
160 Acres 30 August 18
9

80 James Pt 11th McCleer
Feb 5 1820 to N W 13 26 19
9 9

4 70378
May 3
Depot 8/28
Ora
1661
Cash
Soldiers Land
Sent
1586.67
40 Warrants
Territorial
Cert
613

A. H. James

B. 160129 10
27 20
30 80 @ 11/-

W. H. Hall 28.98
W. N. Allsopp 6.40
W. G. Godden 10
B. & J. James 8.80 9.90
120
165
5
1
1
10
1
1
10
1
1
10

//////// Vancouver. B. C. Oct. 7th/19.

C. J. Black, Esq.,

Auditor of Agencies, A-78007.
85607.

Montreal.

Dear Sir:-

O/S Various amounts a/c Correctors against Ticket Sellers not now in Service.

Yours of September 13th and returning all enclosures.

I have checked up the items referred to, and would advise that the O/S against clerks should show, W.H.Hall $30.63, M.H.Altorfer $4.75, W.E.Godden .10 cts, and S.H.Jarvis $9.90. An item of $1.65 shown against Altorfer was chargable to Hall, and additional Correctors has added $1.10 to Jarvis O/S.

W.H.Hall $30.63.

There is every reason to think that item $10.48, Corrn 155913, can be cleared. This was a military issue as from ~~Kxkx~~ Vancouver to Halifax instead of as from Salmon Arm to Halifax. I have pointed out to agent that no doubt tickets were delivered here for mailing to party at Salmon Arm, and that proper investigation would satisfy Mr. Shearing that tickets were used only from Salmon Arm. No action had been taken; but agent has now written Mr. Shearing October 4th for certain details. Item $5.50, Corrn B-155305, is one that is hard to understand. Agent is now writing Mr. Shearing to find out if any other unused ticket was attached to Treasurer's Voucher #45085. It would look as if the refund covered a fare in addition to berth ticket and reference to the former emitted from P.T.50. A .60 ct item has since been collected & cleared.

2 C.J.Black, Esq.,

The balance of items against this man, total $10.65, are all due to undercollections, and in no instance can we find an opportunity to apply cash overages frequently reported by this clerk.

Mr. Hall has ignored letters from agent. He was with the C.N.Ry after leaving here; but I understand is now with the McDermid Lumber Co. at Prince Albert. I am writing Mr. Hall, explaining the make-up of the debits against him, and asking that he remit $19.55. The item of $10.48 can be dealt with later if it is found that passenger travelled from Vancouver.

M.H.Alterfer $4.75.

I would refer you to my letter of May 3rd regarding cash overage $16.65, your file G-70378. No claim or complaint has ever been made in connection with the sale referred to. Mr. Alterfer has never been heard from since he left the service, and I think we might reasonably now use part of the $10. to clear off the above O/S.

W.E.Godden .10 Cts.

This small item has now been dropped from O/S.

S.H.Jarvis $9.90

$2.60 of this amount can no doubt be straightened out.

Agent wrote Mr? Shearing further on July 30th, and repeated on Sept. 18th. When reply is made I think agent can adjust with the Military Authorities. It is very evident that either the warrant was incorrectly drawn, Or, there should be a further debit account of issuing first class rail ticket instead of second. If the Government accepted our bill it is reasonable to suppose that the warrant should have called for standard berth.

3 C.J.Black, Esq.,

An item of .80 cts is also up with Mr. Brodie in part of an amount of $11.10 that will have to be cleared account of rate advice not supplied agent in time. The balance of $6.50 is made up of petty undercollections, and I am unable to connect up any with cash overages reported by that clerk.

Mr. Millard has been unable to get in touch with Mr. Jarvis; but is of the opinion that he will pay up these debits when advised of same. I can only suggest that this O/S stand for a time to see if Mr. Jarvis cannot be located.

Replying to closing paragraph of your letter. Report clerks do not check sales against tariffs. The man in charge of that work has had a long experience in the office. while he does keep an eye on rates, and frequently catches errors, he does not vise the rates. In fact; it is a hard grind for the limited staff at the depot to get through with what they already do. The agent has never obtained the full staff that he claimed to require. Mr. Brodie appears willing to give agent the necessary assistance; but I understand that Mr. McPherson will grant nothing.

I think that we should insist upon all sales being checked; But to do so will add another clerk to the staff. Clerks are continually leaving the service, and the present system does not give an agent the proper protection. May I instruct agent that such detail check is to be made.?

Yours truly,

T. A.

Memo Statement of O/S debits W H Hall

Nov 155913 $10.48 Melbing issue Vancr to Halifax
Warrant called for Salmon Arm to Halifax
O/S Rail & Sleeper charged up.

155748 3.55 undercollections on S Sales March
05-05-12.00 18.55 & 40

155720 20 short collected

B. 155300 5.50 you refunded H.K. Perry $8.00 on T 1257
& 1163 Apl 4 - Value of tickets only 2.50
we cannot find anything to
explain this refund.

156481-2 120 short collected

157838 3.30 on fix sales 2.00. 05.05.20 & 1.00

157857 1.10 Form 1 # 1876972

158567 3.05 } on S & B Sales to Lake Saints. 1 unit
1.65 } does not apply beyond rail.

30.03

We have claim $10.48 up with Mr Cherry and the Melbing - If found that passenger did not travel from Vancr we will arrange clearance. If party did travel no doubt we can get the Melbs to give no warrant to clear.

30.03
10.48
19.55

CANADIAN PACIFIC RAILWAY COMPANY

A/AW.

OFFICE OF THE AUDITOR OF AGENCIES

C. J. BLACK,
AUDITOR OF AGENCIES

H. J. DALTON,
ASST. AUDITOR OF AGENCIES

W. H. BLACKALLER,
ASST. AUDITOR OF AGENCIES

MONTREAL,

A-7 8 0 0 7-W.
8 5 6 0 7.

September 13th., 1919.

A. W. Tennant, Esq.

Travelling Auditor,

Vancouver, B. C.

O/S Various amounts a/c Correctors against Ticket Sellers, not now in Service.

I attach you my file and Agent's letter of 2nd inst his file 54176 in connection with these correctors.

Please investigate throughly and in your report advise me if Agent has no system of checking tariffs on coupon issues daily so that any irregularities may be checked and Clerk responsible charged up at time error is made.

C J Black

Auditor of Agencies.

A.

//////// Vancouver, B. C. March 29/19

C. J. Black, Esq.,

Auditor of Agencies,

Montreal.

Dear Sir:-

Vancouver Depot Ticket.

Herewith my report # 1657 covering check of above.

Cash shortage $6.57 covers petty shortages all clerks for the week. These amounts are paid in on the last day of each period.

When we called on 21st to cut off the cash, the cashier was in the record room, and when he came to safe to get the cash I noticed him slip some money into a drawer in safe. I immediately stepped up to see what was going on, and was handed this cash as part of funds in hand. Same amounted to $80.00 and was all in U.S. Currency. The balance of the office cash was in the cash box where all cash is expected to be kept. The cashier only held $25.00 of our funds. balance $365.00 being in hands of ticket clerks; But he also held $400.47 covering foreign steamship sales and insurance monies.

The cashier's action pointed to manipulation of U.S. currency, and I have no doubt that he was preparing to go up town and sell this currency when I called. He is very deaf, and any conversation has to be carried on by scribbling my questions. This is very unsatisfactory and you cannot investigate a matter of this kind properly.

2 C.J.Black, Esq.,

This office sells S/S tickets for Coy's located in U.S., and they will not stand the expense of exchange on Canadian funds. This evidently led up to a system of taking sufficient U.S. Currency to settle in Seattle etc. and it allowed an opening to juggle further with that currency.

There is evidence that some of the clerks are still selling the U.S. Currency taken in. I almost daily see a chinaman at our wickets, who I know is in that business.

I explained the situation to Mr Millard and told him that I was satisfied that his cashier was selling these funds. Also explained how hard it was to take up any question with this man on a/c of his deafness, and asked Mr Millard if he could arrange to transfer this clerk to another position. He agreed to do so, and has placed this clerk back on reports etc.

I also instructed agent that in future every dollar of U.S. money shown to have been handed in by clerks must go to our Local Treasurer. The question of how much U.S. funds is taken in on sales for outside Coy's can be considered in some other direction. When he has any steamship funds to remit to Seattle I have no doubt Mr Salsbury would exchange the amount required to avoid agent losing the 2% exchange The above is the only way we can properly control U.S. Currency. The staff will take advantage of every loop-hole and dispose of this money for the small premium of 1%.

If this question of U.S. monies is important enough,

3 C.J.Black, Esq.,

our clerks could be tested, and I know, at least, three of them would be caught holding out these funds.

When investigating various cash overages, covering the last six months, I noticed that clerk W.H.Hall is frequently over amount exceeding one dollar. I drew this clerk's attention to this, and advised him that more care in that direction would be expected in future. Also drew agent's attention to the various overages shown by this clerk, and suggested that he personally keep an eye on how this man balanced in future.

I also found that cashier had been frequently adjusting overages, within the period, on the lame excuse of clerks that they had incorrectly counted out the balance to be retained by clerk. I instructe agent that ticket checkers should make a practice of verifying change to be retained by clerk. Also that cashier not be allowed to make any adjustment with clerks. unless investigated and approved by agent or his chief clerk.

Have instructed agent to follow up O/S items more closely Some 22 items show that last action taken in Jany and Feby. These are chiefly stock ticket issues, which appear to be slow in clearing.

With the above exceptions I find accounting and general work satisfactory.

Yours truly,

T. A.

//////// Vancouver, B.C. Sept. 3rd/25.

C. J. Black, Esq.,
Auditor of Agencies,
Montreal.

Dear Sir:-

Ticket Form, R.T.Skel.

My attention has been recently drawn to the fact that a very large percentage of the coupons provided on this form are not required. It is safe to say that only six, or less, coupons are used by our agents here.

A ticket provided with 6 coupons instead of 20 would materially cut down the expense of paper and printing; besides such a revised form would be easier to handle by all concerned.

Yours truly,

T.A.

//////// Vancouver, B.C. March 4th,1925.

C. J. Black, Esq.,
Auditor of Agencies,
Montreal.

G-282876.

Dear Sir:-

Vancouver Depot Ticket Office- Report 2173.

I have noted and instructed agent as per your letter 17th February.

Re item #1257 $14.01 The T.P.A. retained original receipt to support voucher issued by G.P.A., and handed the copy to agent to support outstanding file.

Yours truly,

T.A.

CANADIAN PACIFIC RAILWAY COMPANY

OFFICE OF THE AUDITOR OF AGENCIES

C. J. BLACK,
AUDITOR OF AGENCIES

R. W. URWIN,
ASST. AUDITOR OF AGENCIES

B. ARNUM,
ASST. AUDITOR OF AGENCIES

U/M
G - 2 8 2 8 7 6 MONTREAL, February 17 th, 1925.

A. W. Tennant, Esq.,
Travelling Auditor,
Vancouver, B.C.

Dear Sir:-

Vancouver Depot Ticket Office- Report 2173.

Re outstandings #1257 - $14.01, refund A.J.Calderhead account G.P.A. file 24-6061, commander W.P.Pitcairn. This was evidently an emergent case which might not occur again - but under similar circumstances, it would be O.K. for Agent to accept G.P.A's written instructions to advance the money to his T.P.A. or other of his staff who was deputed to make the refund to payee, agent of course to see that he obtained payee's original receipt.

I note you say copy of payee's receipt was turned back to Mr. Millard ? but find original receipt is with voucher.

O/S #1263 Jan 2nd paid account Maintenance U.S.I.S. quarters for January $83.00. I understand it is desirable that such payments be made promptly - but there is no reason why cash should be handed to one of G.P.A's staff to do so. Please instruct agent Millard that such payments should be made by himself or one of his own staff in future - on receipt of G.P.A's instructions.

O/S #1265 Jan 3rd. Duty and Brokerage on pictures for advertising $17.67. I am advised by our Customs Agent Mr. R.H.Postans that such transactions should be handled by our own broker Mr. Reeves, Local Stores Auditor.

Yours truly,

C J Black

Auditor of Agencies.