CURRENCY SHIPMENTS

TO THE BANK ADDRESSED:

The following extracts from Circular Number 43, dated November 1, 1916, are called to your special attention.

This bank has made arrangements by which currency may be sent to us by any bank or banker in this district by mail insured under our own policies.

All that is necessary to render the insurance binding from the time of delivery of the package to the post-office is to register the package, addressed to this bank, and send us by mail on the same day, under separate cover, advice of shipment, stating the amount AND REQUESTING US TO INSURE UNDER OUR POLICIES. No writing should appear on the package indicating its contents.

When making shipments of currency the following rules, for your own protection, should be observed.

1st. - Have the currency counted if possible by two responsible employees of the bank.

2nd. - Have the currency put up in one or more packages and sealed by or in the presence of the same persons who counted it. In every case request should be made that a return card, showing delivery of the package, be furnished by the post-office authorities.

3rd. - Notify us by letter under separate cover, addressed to the Auditor, that the shipment has been made, stating approximately the time sent, and the amount and kind of money contained in the package or packages.


5th. - Address all packages as follows: "Federal Reserve Bank of Dallas, Dallas, Texas." Mark each package with the name and address of the sending bank.

Shipments of silver certificates made in response to our Circular Number 24, dated May 20, 1918, should be made in accordance with the method stated herein.

Respectfully,

R. L. VAN ZANDT,
Governor.