



**FEDERAL RESERVE BANK  
OF DALLAS**

Circular No. 26  
Series of 1922

December 23, 1922.

**CURRENCY AND COIN SHIPMENTS**

**To the Member Bank Addressed:**

This circular supersedes all previous circulars governing the shipment of currency and coin.

Unless otherwise stated, the term "Federal Reserve Bank of Dallas" includes the El Paso and Houston Branches.

A branch of the Dallas City Post Office, known as "Station K", is located in the Federal Reserve Bank Building, and to insure prompt handling, all registered mail forwarded to the Head Office at Dallas should be addressed, "Federal Reserve Bank of Dallas, Station K, Dallas, Texas."

The Federal Reserve Bank of Dallas will absorb all postage, expressage and insurance charges incident to shipment of currency and coin to and from member banks, as well as charges on all telegrams covering wire instructions, providing the conditions as outlined herein are complied with.

**INCOMING SHIPMENTS**

**CURRENCY**

In order to assist us in the prompt verification of currency receipts it is requested that the following requirements as to preparation be closely adhered to as otherwise transportation costs will not be allowed.

**Assorting**

Currency must be assorted by denomination and each fifty notes or less enclosed in a paper strap marked with the amount and name of remitting bank; no strap to contain different denominations and all notes to be face and top up.

Do not, under any circumstances, substitute rubber bands or clips for paper currency straps.

Mutilated or torn notes must be carefully mended with paste or adhesive paper and all pins, clips and other metallic substances must be removed as they cause serious injury to the machinery used in punching and cutting currency.

**Packing of Currency for Shipment**

Currency should first be tied securely with cord to make a solid bundle. Canvas sacks, sealed with lead seals, are recommended, especially for heavy shipments. If, however, paper wrapper is used, select a good quality and cover entire package with at least three thicknesses and seal securely with wax. The sealing of package should be witnessed by two persons, one of whom must be an adult; one of the witnesses having charge of package until it is deposited and registered in the post office or delivered to the express company.

### **Method of Shipment**

Currency in denominations of \$5.00 and larger, as well as \$1.00 and \$2.00 notes in amounts under \$500.00, must be sent by registered mail, insured under our policy. Shipments of \$1.00 and \$2.00 notes in amounts over \$500.00 must be sent by express collect. In cases where an express office is not available they should be sent by registered mail.

### **Advice of Shipment and Insurance**

Letter of advice stating the amount shipped, number of packages comprising shipment and amount of postage, with instructions as to disposition, should be forwarded under separate cover simultaneously with each shipment. A copy of the advice must be enclosed with each shipment.

Shipments by registered mail will, upon receipt of advice, be insured under this bank's policies, covering the shipment from the time it is deposited and registered in the Post Office until it is received at the Federal Reserve Bank of Dallas. Special insurance declaration forms have been prepared for your convenience in making shipments to us by registered mail and supply will be forwarded promptly upon request. Registry receipt must be carefully preserved as evidence of shipment in case of loss. In the event of known loss, upon request of the shipping bank, the Federal Reserve Bank of Dallas will act as Agent of such bank in making claim for amount of insurance involved.

### **Redemption of Mutilated Currency**

Fragments of notes, when mutilated so that more than three-fifths of the original proportions remain, are redeemable at the face value of the whole note; when mutilated so that less than three-fifths, but clearly more than two-fifths, of the original proportions remain, they are redeemable at one-half the value of the whole note. Fragments not clearly more than two-fifths are not redeemable at this bank, but should be forwarded to the Treasurer of the United States, Washington, D. C., for determination as to redemption value. Affidavit is required by the Treasurer when redemption at face value is requested covering mutilated notes of less than three-fifths of original proportions. We shall be pleased to furnish additional information concerning this matter, upon request.

### **COIN**

Transportation costs in connection with coin shipments to the Federal Reserve Bank of Dallas will be absorbed when shipments are forwarded by express, charges collect, and the following conditions observed:

### **Preparation of Coin for Shipment**

Coins must be shipped loose in cloth sacks and must not be enclosed in wrappers of any kind. Each denomination must be put in a separate sack which in no case should contain more than \$5,000.00 in gold coin, \$1,000.00 in silver coin, \$250.00 in nickels or \$100.00 in pennies.

### **Mutilated or Foreign Coin**

No mutilated silver or minor coin or coin to which paper or any other substance is attached or upon which any name or advertisement is stamped or impressed will be accepted. Coin is mutilated when punched, clipped, chipped or otherwise appreciably reduced in weight by any means except natural abrasion. Coin not mutilated but defaced other-

wise than as above described when it can be clearly identified as to denomination and genuineness will be accepted. The United States Mints are authorized to make purchases of mutilated coin at prices fixed from time to time by the Secretary of the Treasury. No foreign coin will be accepted.

### Gold Coin

Gold coin at or above the "least current weight" will be received at face value. Any coins which are below "the least current weight," or limit of tolerance, will be finally accepted at actual bullion value only, and deduction from the settlement for such coins will be made at the rate of 2c for each half grain below the "standard weight" in conformity with established Treasury practice.

The "standard weight" and "least current weight" of gold coin are given in the following table:

	\$20	\$10	\$5
Standard weight .....	516 grains	258 grains	129 grains
Least current weight.....	513.42 grains	256.71 grains	128.36 grains

By "least current weight" is meant the minimum weight at which a coin will be accepted at face value at the United States Treasury.

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### Verification and Credit

Credit will be given only upon actual receipt of the money by the Federal Reserve Bank of Dallas and any credit given is subject to final verification of the shipment.

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## OUTGOING SHIPMENTS

### CURRENCY AND COIN

The Federal Reserve Bank of Dallas is prepared to furnish currency, silver and minor coin in all denominations and gold coin in \$5.00, \$10.00 and \$20.00 denominations. Payment of new currency is governed entirely by the volume of fit currency on hand and all orders will be filled with currency fit for further circulation until any abnormal supply is sufficiently reduced.

### Method of Shipment and Insurance

Money shipments will be forwarded by registered mail insured under policies issued by reputable insurance companies selected by the Federal Reserve Bank of Dallas without any responsibility on the part of the Federal Reserve Bank of Dallas. The liability of the Federal Reserve Bank of Dallas ceases after currency or coin shipments have been delivered to the Post Office. In the event of known loss, however, upon the request of the consignee, the Federal Reserve Bank of Dallas will act as its Agent in making claim for the amount of insurance involved. Advice of shipment is mailed separately to member banks covering each shipment. In case shipment is not promptly received the Federal Reserve Bank of Dallas must be immediately notified by telephone or telegraph in order to properly trace the shipment.

## Shipments to Non-Member Banks at Expense of Members

Shipments of currency and coin will be made to non-member banks at the request of a member bank. The Federal Reserve Bank of Dallas will not absorb the expense of transportation and insurance on such shipments but will charge the expense incident to the shipment to the account of the member bank requesting shipment.

### REQUESTS FOR SHIPMENTS


#### Method of Request

Orders for currency or coin may be made by mail or telegraph. If by mail, they should be made over a properly written authorized signature on file; if by telegraph, the American Bankers Association code, with proper test word, must be used, and an officially signed confirmation promptly forwarded. In order to safe-guard the interests of our member banks and ourselves it is our policy not to accept telephone orders for money. Shipments to individuals, firms and corporations other than banks will be made only upon written instructions officially signed.

In order to insure prompt shipment orders for currency and coin must reach the Federal Reserve Bank of Dallas or its Houston Branch before 1:00 P. M. on Saturday and before 3:00 P. M. on other business days, and must reach the El Paso Branch before 12 M. on Saturday and before 2:00 P. M. on other business days.

The facilities provided by this circular are subject to modification at any time, or to withdrawal upon reasonable notice.

Respectfully,

A handwritten signature in cursive script, appearing to read "B. A. McKinney", written in dark ink.

Governor.