

*file under
+ c. l. no*

R A T I O N B A N K I N G

I. Opening the account (report at least semi-monthly.)

1. Participating bank

Become one upon receipt of signature cards.
Must immediately notify in writing state or district office of OPA. (300 Broadway, Camden, N.J.)

2. Signature card

a. Execution

district office OPA
in duplicate - mailed at least $\frac{1}{2}$ monthly
internal use (may require more)

b. Identification

Bank must satisfy itself that applicant is the person he represents himself to be.
If unable to do so, account should be left open, question of identity referred to district office of OPA.

c. Corporate Resolutions and Documents

authorizing account
designating individuals who may sign

3. Forms provided depositor

a. Types

- I. ration checks
- II. deposit tickets

b. Forms

50 checks/book: standard
May not have depositors' names printed on
Specimens shown in Appendix

II. Acceptance & Proof of Deposits

1. Deposit tickets

- a. Original retained by bank
- b. Duplicate, initialed by teller, returned to depositor.

2. Verification

Deposits may be accepted subject to later verification and correction (statement to this effect on

deposit ticket)

3. Proving and sorting
Same as for dollar accounts.
4. Errors in Deposits
As with \$ accounts, inform depositor
5. Stamp & coupon deposits.
Must be mounted on gummed sheets
Depositors name on each sheet
Sheets will be furnished banks for distribution
to department by OPA
Partially filled sheets may be accepted.
Should not be canceled in any way.
6. Mutilated stamps or coupons
Acceptable if over $\frac{1}{2}$ & identity and validity can
be determined.
7. Ration checks deposited
If on own bank, clear internally.
If on other bank, through "Clearance"
8. Other items deposited
Certificates
Acknowledgments:
Need not verify signatures
Send to district OPA monthly, if received before
15th send by 20th.
9. Expiration dates of deposited items
Must be valid to be acceptable.
Return invalid items to depositor
Refer objectors to local board
10. Depositors' endorsements
All except sheets of stamps or coupons must be en-
dorsed.
Checks not transferable.
11. Bank Endorsements on Outgoing items
Even those to OPA
Must indicate date of deposit

8. Incoming transmittal letters

Make sure all included in day's entries on the proof sheets.

9. Error changes in transmittal letters.

IV. Depositors' Accounts - bookkeeping

1. Suggestions

- a. Maintain separate ledger accounts and controls for each commodity.
- b. Post to the controls and depositors ledger daily.
- c. Prove ledgers at least semi-monthly including 15th of month.

2. Deposits

- a. After verification and proof,
Post to credit of depositors account.
File slips until released by OPA.

3. Ration checks

If incorrect, communicate with DRAWER, do not send check back.

If drawer refuses etc., enter in Miscellaneous col.

Mail items to district office of OPA including memorandum.

4. Missing endorsements on checks received in clearing.

- a. Pay
- b. Describe in letter to bank for confirmation
When confirmed endorse check "Deposited in the account of the payee"

5. Special certification of ration

Checks for Primary distributors

Prepare voucher as debit ticket to account to replace check which will be retained by OPA.

6. Adjustment of ration Bank Accounts

Upon specific written instruction of OPA.

7. Overdrafts

Honor check and report to OPA

Also report all outstanding on 15th & last of month.

Also mail statements and ration checks on accounts that have had overdraft during period to OPA.

8. Stop payment

Only on order of OPA

9. Lost ration checks

Make notation.

Later, if original turns up send to OPA with explanation.

10. Cancelation and filing.

As with ordinary checks, send to depositor with statement.

11. Statements

To depositor at least quarterly.

12. Closing of accounts.

Only upon notification of OPA

V. Internal Control Procedure

1. General

Adequate controls must be established.

Following suggested.

2. Proof sheet

Debit = Credit at all times.