

In the analysis of accounts required by the Federal Reserve Board it is necessary to have all the information called for on the "Memorandum copy of Government request for transportation". It is, therefore, requested that carbon attached be used properly and that all blanks, including cost of tickets, be filled in at the time of receiving ticket. When more than one ticket is obtained on a transportation request the names of those using the tickets should also be indicated on the memorandum copy. This information is required by the Government Auditor before he will pass our accounts. Failure to give this information has been the cause of much additional work both to this office and the railroad companies to whom it is necessary to apply for assistance in filling out the blanks.

SHERMAN ALLEN.

Fiscal Agent.