

Washington, D. C. November 22, 1917.

MEMORANDUM IN REGARD TO VOUCHERING BILLS FOR EXPENSES IN
CONNECTION WITH THE WAR-SAVINGS CAMPAIGN.

The general plan of procedure in regard to vouchering bills for expenditures by the State Committees in the campaign for the sale of War Savings Certificate Stamps, is as follows:

The initial allotment of the general appropriation for field work is \$500,000. This is divided among the forty-eight states as shown on the inclosed detailed list, from which it will be seen that the allotments vary from \$51,203 for the State of New York (including New York City) to \$1,112 for the State of Delaware.

It is proposed that expenditures be made in accordance with rules prepared by the Treasury Department, inclosed herewith, which are similar to the rules in respect to the auditing of expenditures in the Liberty Loan Campaign. Expenditures for field work in the different states must first be approved by the respective State Director and forwarded to the Federal Reserve Bank of the District in which the state is located. The Federal Reserve Bank, acting as fiscal agent of the Treasury Department, will advance the funds to meet the expenditure thus duly approved, and transmit the papers, vouchers, etc., to "Chief Clerk, Treasury Department, Washington, D. C." for final approval. The Federal Reserve Bank, upon final approval by the Treasury Department, will either be reimbursed or authorized to charge the sum against the account of the Treasurer of the United States.