

BOARD OF GOVERNORS  
OF THE  
FEDERAL RESERVE SYSTEM  
WASHINGTON



ADDRESS OFFICIAL CORRESPONDENCE  
TO THE BOARD

May 2, 1941

Dear Sir:

In order to facilitate the work of the Bureau of Engraving and Printing, which now closes at 3:30 P.M., except on Saturdays when it is closed all day, it is desirable that in so far as practicable requisitions for Federal Reserve notes (Form F. R. 45) be forwarded by mail in time to reach the Board at least one day in advance of the day on which the notes are to be shipped. Such requisitions should indicate the date on which shipment is desired so that the notes will not arrive at the Federal Reserve Bank or Branch at an inconvenient time. A supply of Form F. R. 45, revised, is being forwarded to you under separate cover.

Telegraphic requests for shipments of Federal Reserve notes should be made when time will not permit the use of the mails. In order to have shipments go out on day of receipt by us of a telegraphic request, the telegram should reach the Board not later than 12 noon. It will not be necessary to indicate the number of packages of each denomination of notes desired in the case of telegraphic requests. A confirmation on Form F. R. 45, with the word "confirmation" printed thereon, should be forwarded where request for shipment of notes is made by telegram.

Very truly yours,

A handwritten signature in dark ink, appearing to read "E. L. Smead", is written over a horizontal line.

E. L. Smead, Chief,  
Division of Bank Operations.

TO ALL FEDERAL RESERVE AGENTS