

BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON

S-605

ADDRESS OFFICIAL CORRESPONDENCE
TO THE BOARD

December 31, 1942.



Dear Sir:

Informal discussions have been had with representatives of the War Department, Navy Department, and Maritime Commission with respect to an apparent lack of uniformity in the vouchers submitted by the Federal Reserve Banks requesting reimbursement for expenses incurred pursuant to Executive Order No. 9112. As an outgrowth of these discussions, the following suggestions have been made with respect to the preparation of the vouchers which apply uniformly to the three Services, the only variation being in the number of carbon copies desired of Form 1034:

Form 1034

1. That the month or other period covered be shown in the second column, "Date of Delivery or Service".
2. That a uniform legend be shown in the third column, "Articles or Services", reading as follows: "Expenses incurred, as fiscal agent of the United States, for the _____, pursuant to Executive Order No. 9112".
3. That the total amount only of the voucher be shown in the "Amount" column. (When the expenses of both the head office and branches are included in the same voucher, it is not desired that separate totals be shown for each office.)
4. The Navy Department and the Maritime Commission each desire one copy of Form 1034 (white) and five copies of Form 1034a (yellow); the War Department desires one white copy and two yellow copies.



Documents supporting Form 1034

1. One copy only of each supporting document is desired. (This refers both to receipted bills furnished by outside firms and to certified statements prepared in typewritten form by the Reserve Bank.)
2. When the expenses of the head office and branches are included in the same voucher, the supporting documents should be arranged, for all offices combined, by object of expenditure ("Salaries"; "Retirement system contributions", etc.). It is not desired that the documents be arranged separately for the head office and each branch, and separate totals for each class of expenditure need not be shown for the head office and each branch.
3. It is requested that 3 copies of a summary statement of expenses included in each voucher be submitted in accordance with the attached form, a supply of which is being forwarded to your Bank under separate cover. When the expenses of the head office and branches are included in the same voucher, the "combined" figures only are desired on the summary statement.
4. All supporting documents, including copies of telegrams, should be stapled together securely in the upper left corner (with the staples opening on top), and any folded papers should be arranged in such a manner as to permit ready inspection without unfastening.

The Navy Department and Maritime Commission prefer that expenses incurred at the branches be included in the head office vouchers without segregation, and the War Department prefers this arrangement except in cases where liaison officers are stationed at the branches. The War Department requests that separate vouchers be submitted for branches having liaison officers. None of the agencies will object, however, to the submission of separate vouchers for the branches, if it is found more convenient to have the branches follow this procedure.

Very truly yours,



L. P. Bothea,
Assistant Secretary.

Enclosure.

TO THE PRESIDENTS OF ALL FEDERAL RESERVE BANKS.

Summary of expenses incurred, as fiscal agents of the United States, **205**
for the _____, pursuant to Executive Order No. 9112.

Amount

Salaries, including supplemental compensation

Officers

Employees

Retirement system contributions

Workmen's compensation insurance

Overtime

Supper money

Telephone

Tolls

All other

Telegraph

Leased wire

Commercial wires

Printing, duplicating (including photostat work, etc.),
stationery, and supplies

Postage and expressage

Commercial agency credit reports and services

(Total charges, including charges, if any, for
telephone, telegraph, etc.)

Traveling expenses

Local transportation

Legal fees paid to outside counsel

Rental of furniture and equipment

Space maintenance

Medical fees and expenses

Other expenses (specify)

Total (should agree with total on accompanying
Form 1034)