

64

The office will, on request from locating engineer in charge of party, furnish sufficient funds to meet current expenses, they will make requisitions direct for such amounts as they may need, and the office will then open an account with him, debiting him with the amounts advanced and crediting him with the amount of expenditures, as shown by his expense account sent in each month. This expense account should be accompanied with a statement showing monies received to date, amount of expense accounts rendered, and the credit or debit balance to date. This will be forwarded with approved expense account to the office and compared there. If any discrepancies appear the locating engineer will be at once notified. If correct no acknowledgement will be made.

65

In the event this method is not pursued the locating engineer will be advanced sufficient money to defray the expenses of the party for a month to forty-five days, and his expense account as rendered, when approved, vouchered direct to the Locating Engineer, thereby leaving in his hands at all times the amount originally advanced, which is to be returned upon his leaving the service of the Company.

66

On entering the service the Locating Engineer will be advised of the manner in which his accounts will be handled.

67

The first of each month make up pay roll and expense account and mail to the office in time to reach the office by the 2nd of the succeeding month, or sooner if possible. The expense accounts must be accompanied by receipts of all supplies and expenses incurred. Receipts must be taken for all railroad fares paid.

68

The standard list of salaries is attached, which must be adhered to. The time of all will be on a monthly basis, using the number of days in the month for the denominator in case of fractions of the month, and the amount due must be entered to the nearest 5¢. In case of men discharged or leaving the Locating Engineer when in funds, is authorized to issue discharge checks, on the standard blank form, pay the amount of the same and take the employee's receipt for the money paid, which must be entered on the pay roll and the fact of the D.C. having been issued noted in the "Remarks" column, and amount paid deducted in favor of locating engineer, attaching the receipted discharge check when sending in the roll.

69

No deductions can be made on the pay rolls except for wages paid on discharge checks, the office not undertaking to protect any personal advances.

70

It is desired that all supplies be purchased in large quantities in order to obtain the lowest market prices, and it is expected that the employees be well fed, but with economy.