

Office of the U. S. Assistant Treasurer,

San Francisco,

Oct 28, 1875

Sir:

I desire to call the attention of Disbursing Officers to the regulation of the U. S. Treasurer, by which Disbursing Officers are prohibited from the claiming of moneys as on deposit, before the receipt of notice from this office, stating that such sum or sums have been received and placed to their credit. A strict observance of this regulation will save trouble to the Treasurer, to this Office, and to the Officer so observing.

Checks on this Office must be drawn payable to Bearer, and only in exceptional cases, when drawn payable to order and coming through some Bank or well known business firm, will such checks be paid.

It often occurs that Disbursing Officers leave a small balance at this Office after their accounts have been virtually closed, which is not to provide for outstanding checks. These balances occasion great annoyance to this Office, as the amounts ranging from a few cents to a few dollars have to be reported to the Treasury Department week after week, until they have remained on the books for a period of three years, when the Officer is called upon by the Department for an explanation, and the funds finally carried to General Account of the Treasury.

If possible, such balances, occasioned either by mistake or a surplus of appropriation on hand, should be drawn out, or transferred to source from whence received, or to credit of Treasurer of the United States as "Repayment of Disbursing Funds."

Respectfully,

Wm Sherman

Assistant Treasurer U. S.

To

H. D. Gibson Esq
U. S. Indian agt