

309. Supplies purchased from persons other than the authorized contractors (if any) will be charged against the officer making the purchase. Bicycle accessories, towelling, dusters, scouring-flannel, and metal-polish must be obtained from the Controller of Stores.

310. It is necessary, when sending material, &c., either by rail, post, or boat, to the Controller of Stores for repair or disposal, that an advice giving full particulars should at the same time be forwarded under separate cover. The advice is also to say how goods or separate articles are to be disposed of. All parcels must bear a clear date-stamp impression, and have the name of the office of despatch written on the outside cover. All articles to be repaired should be sent to the Controller of Stores, and not to the Laboratory.

311. When shipping cases the exact measurements must be given on the boat-note, the duplicate of which must be sent to the Controller of Stores as soon as possible. The boat-note should also state whether the cases are empty or full.

312. Authority to write off articles as useless or worn out must in all cases be obtained before the articles are written off. As far as possible the applications should be made when the Inspector is able to satisfy himself by personal inspection that the articles are unfit for further use. He will then give the necessary authority, which should be attached to the annual return.

313. Copies of *Hansard* are forwarded by the Government Printer for exhibition at post-offices, and should be immediately available to the public. At the close of each session of Parliament copies of *Hansard* on hand may be treated as waste paper, or given away to any person willing to take them. Old copies of the Railway Time-table may be similarly treated after each new issue is received.

314. Waste in stores and battery materials, particularly mercury and acids, must be prevented. Old zincs, coppers, and copper-deposits must be preserved, and when a quantity of more than 1 cwt. has accumulated, a report of the quantity and description of the material must be furnished to the Controller of Stores, who will instruct the office concerned as to its disposal. Smaller quantities from sub-offices may be sent to the Telegraph Engineer, whose authority, however, should first be obtained. Empty sulphate-bags must be returned at once to the Controller of Stores. All empty cases and boxes marked "To be returned to the Controller of Stores [or District Storekeeper]" must be returned as directed without delay.

315. Free distribution is not to be made of the "cameo" adhesive sealing-label, Acct. 136. Supplies thereof will only be issued on special requisition. When received they should be kept in the custody of a responsible officer, by whom they should be given out for use after he is satisfied of the *bona fides* of the applicant. The initials of a responsible officer, specially appointed by the Chief Postmaster or the Officer in Charge, or, in the case of a sub-office, of the Postmaster himself, must be placed on every label used for the purpose of closing envelopes. Any other officer's or person's initials must be challenged as soon as observed. Supplies of the "Found open" docket, P.O. 134, are to be safeguarded and used with the same care and attention.

316. As much of the apparatus supplied for the service of the Department is necessarily of delicate construction, it should, in all cases where handling becomes necessary, be treated with the utmost care. In order to prevent damage to apparatus in transit, relays, galvanometers, and keys should be screwed to a false bottom, between which and the real bottom of the box should