

RECEIPT OF STORES.

35. As far as practicable, no stores should be received without a trader's delivery note. A trader's invoice shall accompany or precede every delivery of stores from whomsoever purchased. In cases where this may be impracticable, then an invoice shall be sent for deliveries made each day.

36. All stores delivered must be carefully inspected by the receiving officer, who shall compare them with the order and the invoice and see that the stores are correct in regard to quantity and quality.

The nature of account to be kept for recording the receipt of perishable stores, provisions, &c., shall be of the character most suitable to the requirements of each particular Department or branch, or division of any Department or branch, but such form of account shall in every case be submitted to the Commissioner for approval.

37. If any irregularity, variation, deficiency, excess, or error is discovered in the material, or if it is not in accord with the specifications, it should be plainly noted on the face of the trader's invoice, and if of a serious character is to be reported to the permanent head of the Department.

38. All stores should, as far as practicable, be properly branded or stamped when received into store.

39. Officers giving receipts for stores will be held responsible for any discrepancy or loss which may be afterwards discovered.

CUSTODY OF STORES.

40. Every officer in charge of stores shall keep a clear and exact account of all stores which may be placed under his charge, and shall keep such accounts up to date. He shall also be held responsible for the custody and preservation of such stores. He shall obtain and file receipts for all such stores and material issued.

41. No person or persons should be allowed on the store premises unless with the authority of a responsible officer.

42. All stores of special value which may easily be disposed of should be kept under lock and key, and a trustworthy officer held responsible for their safe custody. Cleanliness, care, method, and order should prevail everywhere.

43. Extreme care should at all times be observed to obviate the possibility of fire.

44. Permanent heads of Departments shall arrange for surprise tests of stock to be made from time to time, but such tests will not relieve the officer in charge of stores of the responsibility of periodically checking his stocks.

45. Whenever it is found necessary to make any adjustments owing to the stock not agreeing with the books of record, the authority of the permanent head of the Department must be first obtained. The nature of the adjustment must be reported to the Public Service Commissioner, unless it is of a trifling character which is the result of an obviously incorrect book-entry.

46. No articles shall be lent, sold, or exchanged, except upon the written authority of the permanent head of the Department.

47. On the 1st day of January and July of each year, officers in charge of stores shall furnish to the permanent head of the Department (1) a return of all stores no longer required, but which are serviceable; (2) a return of all stores which have not been drawn upon during the previous six months; but the terms of the regulations shall not prevent officers from making representations at any time should the circumstances require.

ISSUE OF STORES.

48. An officer in charge of stores must not issue any stores unless he holds a requisition signed by a duly authorized officer. Requisitions must specify in detail the articles required, quantity on hand, quantity thereof, where needed, and the purpose for which required.

49. Officers in charge of stores must obtain receipts for all stores issued.

The nature of the account to be kept for recording the issue of perishable stores, provisions, &c., shall be of the character most suitable to the requirements of each particular Department or branch, or division of any Department or branch, but such form of account shall in every case be submitted to the Commissioner for approval.