

773. Gas and water accounts for any Department, excepting the Railway or the Government Insurance, may be paid monthly at any money-order office without further authority.

774. When a power of attorney is presented at a sub-office by some person who desires to obtain payment of the money by virtue of the powers therein conveyed, reference should be made to the Chief Postmaster for authority to act. It should always be ascertained that the power conferred covers the transaction sought to be made.

775. The following special regulations in connection with the payment of claims for electoral expenses must be observed:—

- (a.) The service should be clearly stated so as to leave no doubt whether it has been performed in connection with the parliamentary or with the licensing election.
- (b.) The date of service must be inserted, and, in the case of deputies, clerks, &c., the date of each day upon which they were engaged and the rate per day must be stated.
- (c.) In claims including hire of horse, buggy, &c., the words "own property" must be inserted in every case in which the claimant used his own property.
- (d.) Items for refund of expenses paid by deputies and others must be supported by the receipt of the person to whom the money was paid by them, but where the payment was under 5s. a certificate signed by the claimant that he paid those items but did not obtain receipts may be accepted. Printed slips for use in such cases are to be gummed to the voucher and signed.
- (e.) Items for railway fares need not be supported by receipts, but the names of the stations between which the claimant travelled must be stated.
- (f.) Authorities given for the payment to an agent must bear a 2d. stamp, and be signed by the claimant and the agent.
- (g.) A list, to be named "Stores List," is kept by Returning Officers, upon which is entered the number and description of the ballot-boxes, stamps, pads, &c. (if any), purchased, and each claim for payment for supplying them should bear a brief certificate, such as "Goods entered on Stores List."
- (h.) The particulars given on the face of each voucher must not be bare, but sufficiently explicit to be readily understood.
- (i.) Every voucher must be certified by the Returning Officer of the electoral district, and not by any of his subordinates.
- (j.) The paying officer will be held responsible for the amount of any voucher which is not in proper order and in accordance with the above regulations.

776. On no account may forms of receipt be signed by payees in blank. In every case the particulars must be filled in beforehand, whenever practicable, by the payee, and his signature obtained only at time of payment.

PAYMENTS FOR OTHER DEPARTMENTS.

777. Payments of amounts not exceeding £5 are made on behalf of the Treasury for any Department of the Public Service on vouchers properly completed and certified by the local departmental controlling officers, the name of the Department to which the service is chargeable must always appear on the voucher, and an authority to pay must be enfaced or attached.