

## MISCELLANEOUS PAYMENTS.

821. (a.) Under this head vouchers for departmental expenditure and vouchers paid on behalf of other Departments, excepting vouchers authorized for payment from the State Advances, Public Trust, Superannuation, and National Provident Fund Accounts, are claimed credit for.

(b.) Sub-offices must take credit for such vouchers as remittances to their respective Chief Postmasters, and Chief Postmasters must take credit under the special heading provided in the Daily Cash Account, particulars of the vouchers being entered on form Acct. 108, on which the number of transactions as well as the total amount must be shown.

## REGISTRATION OF CODE ADDRESSES.

822. *Registration of Code Addresses.*—(a.) Fees must be entered on form Acct. 112, upon which should be shown the name of the person by whom the fee is paid, the code-word registered or to be registered, and the period covered by the payment. (See Rule T. 238).

Under this head fees charged for messages bearing a code address which is not registered must also be accounted for.

(b.) To lessen the risk of code addresses being acted upon for a longer time than the payment provides for, cancellation should be promptly effected when the period for which payment is made expires, and the advice of such cancellation forwarded to the Secretary (Telegraph Division) without delay. (See Rules T. 244 and 245.)

(c.) Form Tel. 1 is to be used when rendering claims for code addresses. The form is prepared in duplicate by the carbon process, and both forms posted to the addressee. On payment being tendered with the forms the receipt portion is to be completed and returned to the person tendering payment; the other portion is retained by the receiving officer. As payments are made the relative cards should be noted.

## TELEPHONE-EXCHANGE RECEIPTS.

823. *Telephone-exchange Receipts.*—(a.) These are to be accounted for on form Acct. 115, under the heading of "Telephone-exchange Receipts," care being taken to enter each day's items in numerical sequence. District Telegraph Engineers and Sub-Postmasters must send in the statements through the Chief Postmaster of the district, in support of their accounts.

(b.) The officer preparing the cards on which subscribers are advised of the rental due (form Tel. Ex. 9) must fill in particulars on both portions of the card, and not on the top only.

(c.) When subscriptions are tendered at suburban offices adjacent to the city in which an exchange is situated the amount is to be accepted if accompanied by the advice issued by the exchange and brought to charge as a telephone-exchange receipt. If not accompanied by the advice it is to be refused. At the close of the period a duplicate of the statement of collections is to be prepared and sent in through the Chief Postmaster for transmission to the District Telegraph Engineer. Chief Postmasters will be held responsible for the receipt of the duplicate statement by the Engineer. Under this head entrance fees, rental for temporary telephone connections, and fees charged for grouping connections at limited exchanges after hours are also to be accounted for.