

a case of petrol is approximately 76 lb.; and receiving officers will be able, by weighing, to check any shortage due to leakage or other cause. Copies of orders for petrol sent to receiving officers are to be en faced by despatching officers, "Cases to be examined upon receipt"; and, before delivery is taken, any damage or shortage reported to the Stores Manager.

(c.) Except in a case of emergency, a package from the Stores Branch is not to be opened until the packing-list is received. Before opening such a package the officer deputed to do so is to make a careful examination to ascertain whether it bears any signs of having been tampered with. The contents of the package are to be checked against the packing-list, and, in the case of the non-receipt of any article or articles, a full report is to be furnished by the officer opening the package.

(d.) Any instance in which material is broken or damaged in transit is to be promptly reported to the Stores Manager.

150. (a.) No supplies of any kind may be purchased without authority, and, unless in cases of emergency, requisition for current requirements should be made at the beginning of a month on form P.O. 6, and forwarded by Postmasters to their Chief Postmasters, who will authorize the purchase if the quantities do not exceed those approved by the Secretary for the annual supply. When the supplies applied for are not covered by the Secretary's authority, the requisitions will be referred by the Chief Postmaster to the Secretary. The Department may decline to pay for supplies obtained without authority.

(b.) Supplies purchased from persons other than the authorized contractors, if any, will be charged against the officer making the purchase.

(c.) Any officer purchasing supplies in excess of the market or ruling rate will be required to pay the excess.

151. Bicycle fittings and accessories, towelling, dusters, scouring-flannel, and metal-polish must be obtained from the Stores Manager. Calcium carbide, benzoline, and kerosene are to be obtained through the Stores Manager, who will arrange supply from his stock or otherwise. If the Stores Manager advises the requisitioning officer that, under special agreement with the contractor for supplies such as benzine and kerosene, purchases may be made by local order, it will not be necessary to send a requisition through the Stores Manager; but once monthly that officer must be advised of each order placed, to enable him to ascertain the supply available and make the necessary arrangements for replenishment.

152. Ink-eradicator is not to be requisitioned for or obtained locally. Its use in the Department is strictly prohibited.

153. Economy in the use of official supplies is at all times of the utmost importance. The following directions are to be strictly observed:—

The back of a used or obsolete form, or, failing that, the cheapest possible paper, is to be used for drafts and office copies of letters, rough calculations, &c.

A large or expensive envelope is not to be used when a small or cheaper one will serve the purpose.

Envelopes are not to be used for ordinary communications within an office; but if in such cases envelopes are required for the protection of documents old ones are to be used.

Interdepartmental correspondence is not to be enclosed in envelopes until immediately prior to the closing of the mail, in order that as many communications as possible may be placed in one envelope.

A strict check is to be placed on the consumption of string, and care is to be taken that no serviceable lengths are wasted.