

"Golden Rule" in the business ethics of the twentieth century.

In ordering, each article must have separate purchasing order, the originals being sent to the dealers with all the necessary remarks. The duplicate of form No. 28 to be

the following day. If it comes later a report should be demanded, explaining the cause of delay. These originals on file should be kept there, until the arrival of triplicate form No. 26. But as soon as the latter is received, transfer both forms to another file, placing them in consecutive order

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Printed Blue on "Pink" Bond or Linen Paper, 20 lbs. Padded on top only.

attached to duplicate of form No. 26, and when completed to be sent to the receiving office to enable them to check off goods approved by the inspector. The triplicate of form No. 28 to be attached to the original form No. 26, and sent to the cost office, thus advising them that certain goods are

according to purchasing order No.; until the duplicate forms No. 26 and 28 are returned from the receiving office, then file away separately for record under general store requisition Nos.; and purchasing order Nos.: all placed in consecutive order. Note that all foreign invoices and remarks

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coming, and that they are to expect invoices of same. The cost office should keep the original forms together on separate file in consecutive order until the reception of triplicate form No. 26 from the receiving office; which must be in the hands of the cost office index clerk not later than

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No. 35 Back of Stock Record Card.

must be attached to their own purchasing order. If you have several articles with different requisition numbers on one invoice, attach a memorandum to the respective purchasing orders, indicating the requisition order No., to which the invoice is attached. Do likewise with any quotation