

he be of opinion that a fresh supply is not at the time needed; or that there has been an apparent want of economy in the use of what has been consumed, he shall make report thereof to the Warden.

134. He shall receive all goods, materials and stores of every kind, except those perishable articles which pass directly into the hands of the Steward. He shall weigh or measure the same as the case may require immediately on their being delivered; he shall inspect the quality and compare the items in the bills of parcels, without which no goods shall be received by him, check the calculations, and certify whether or not the items are correct, and whether they agree or not with the requisition, on which they were purchased.

135. When articles are manufactured in the Penitentiary they shall be entered in the Stock Book of the department manufacturing them, and then delivered to the Storekeeper, who shall make a corresponding entry in the general Stock Book when he receives them into store, and an account shall be kept of them, the same as of articles purchased by him for Penitentiary use, from outside, but on a distinct page.

136. He shall without delay hand to the Accountant every bill of parcels, after having checked it, and certified to its correctness.

137. He shall make out for the Warden, to be laid before the Directors at every quarterly meeting, a list of all articles required to be purchased during the next three months, shewing the quantity or number on hand and the quantity or number to be required.

138. For heavy goods, a similar statement shall be laid before the Directors in September, for supplies to be purchased before the close of navigation, and sufficient for consumption until the first day of May following.

STEWARD.

139. The Steward shall have particular charge of the victualling department of the Penitentiary, of the kitchen, the dining hall, the cellars and other chambers where provisions are kept, and all the passages leading thereto.

140. He shall receive all provisions of a perishable character, directly from the party supplying the same, as well as all forage for the horses, and shall weigh or measure every article as the case may require. Immediately on receipt of it, he shall enter it in the Stock Book, to be kept by him for the purpose.

141. He shall not receive any supply without a bill of parcels along with it, nor until after he has carefully examined the article, and ascertained that it is of good quality, and strictly according to the specification of contract, when it is furnished by contract. Should the bill be correct, he shall certify the same, and transmit it to the Accountant without delay; if not, he shall report the facts to the Warden.

142. If bread be baked within the Penitentiary he shall weigh what he receives from the Bakery, as if it was supplied by an outside contractor.

143. He shall see that all provisions of every kind received by him are,