

MAY 2 1953  
 DEPT. OF INDIAN AFFAIRS  
 OREGON

1. Original to be submitted to the Treasury Department, Form IA 506 (B), when the voucher is prepared.
2. Insert Agency File Number.
3. Designate whether the voucher is for a purchase order, encumbrance, or letter of authority.
4. If a "CREDIT" is being accounted for, indicate the amount.
5. Where known, the following information should be indicated:
  - (i) Purchase Order Number
  - (ii) Encumbrance Number
  - (iii) Whether chargeable to a specific account
  - (iv) Letter of Authority Number, if applicable.
6. If chargeable to a specific account, indicate the account numbers.
7. Attach invoices, supporting documents, etc.
8. If the invoice includes receipts, they must be attached.
9. All cash payments must be supported by receipts.
10. Wherever possible, attach original receipts.
11. Merchants' invoices from more than one merchant should be attached. Details of vote, etc., should be indicated.
12. For additional instructions on the preparation and submission of Vouchers, consult "Indian Agents' Refs. and Regs." and Section 5 of the "Manual of Office Procedure, Correspondence and Filing".

**Treasury - Indian Affairs Branch**

EST	VOTE	PAID	AMOUNT
000	00	00	00000000
175	526	42	8000

*[Handwritten Signature]*

