posed of as the General Manager may direct. The keys shall invariably be sealed up by the Manager and Accountant personally, both of whom shall impress their private seal upon the package, which shall be endorsed to the following effect:—

"Deposited by the Manager and Accountant of the
"Imperial Bank of Canada, Branch, with
" on 190 , to be given up only
"on the joint order of the said Manager or Accountant,
"or of the two officers, at the Branch acting in that capa-
"city at the time of surrender."

(a) A proper Receipt should be taken from the Bank or person acting in the capacity of Depositary, which should state that the keys will only be surrendered in accordance with the instructions given.

(b) The General Manager must invariably be advised of the deposit for safe keeping of any duplicate keys and combinations, together with a description of the locks to which the same belong.

STATIONERY.

Half-yearly requisitions.

174. All the necessary Books, Forms and Stationery required by Branches will be supplied by the Head Office Stationery Department. Twice a year a set of forms in triplicate will be sent from the Stationery Department for use in ordering the books and stationery for the succeeding half year; the original and duplicate form to be returned to H. O. and the triplicate retained at the Branch for checking and reference purposes. These requisition forms must be filled up by the Accountant and checked by the Manager after taking stock of all books and stationery on hand. Delivery of the order will be made about 15th April and 15th Oct. in each year, and the articles must be marked off on the Requisition Form as they come to hand. All Stationery supplied to the Branch through the H. O. will be debited before the close of each half year.