

necessary for him to know even how many gallons of ink the Company used during the year, or how many dozen pens or pencils were used this year in excess of last, the man in charge of stationery and office supplies can provide the data at short notice. There is a special vault for such supplies and current records, and in conjunction with it is a large basement vault where all records and vouchers for the business of previous years is stored. Stationery and printing being one of the large expense items, the same strict account is kept of it as is kept of every other loophole for possible wastage of office energies and resources.



Cashier's
Office

Up-to-Date System

Aside from these important financial considerations, the up-to-date-ness of the office system is apparent in many directions. Just the other day, to be explicit, a farmer from Emerson walked into the office to find out if his car of grain had been inspec-

ted and what grade it had been given. He had forgotten the car number. The Manager of the Grain Commission Department referred at once to the "Shippers' Card File," which is kept alphabetically under stations and provides a record of every car shipped to the Company by each farmer during the past several years. From among the cards under "Emerson" he picked Mr. Farmer's card and noted the last number shown; this number was not the car number but merely a reference or provisional number. Going to the car leaf book, which contains a leaf or sheet giving all information required in connection with any shipment, the Manager turned over until he came to the page which bore the same number as appeared on Mr. Farmer's card. From Mr. Farmer's car sheet he was able to find the

latest particulars regarding the car about which inquiry was being made.

"Your car has not yet been inspected because it has been delayed in transit, Mr. Farmer. It passed Blank Station on the 15th."

It is information which might have taken him half a day to obtain by himself. The Traffic Department traces all cars shipped to the Company's order which appear to be overdue. Occasionally as many as 2500 cars of grain are in transit at once.

Opening the
Morning Mail



Tying Mail in
Bundles for the Post Office

Stamping
the Evening Mail