THE PENNSYLVANIA RAILROAD COMPANY

FINANCIAL DEPARTMENT
ACCOUNTING DIVISION

A. D. 206

MANUAL OF INSTRUCTIONS

ISSUED BY
R. S. BERGEY
MANAGER, REVENUE ACCOUNTING
SEPTEMBER 1, 1967
FOREWARD

The centralization of freight billing procedures and the numerous changes in passenger accounting practices over the past few years have necessitated the complete revision and consolidation of the Accounting Department Instructions to Agents.

The attached instructions replace existing AD 206 AD 206-A and AD 206-B and those instructions should be discarded.

Agents shall familiarize themselves with the rules in order to properly perform their duties to assure full protection of revenue and efficient handling of accounting documents.

Family line stations and stations rendering separate Agents’ Balance Sheets on Form AD 1310 will also be guided by the supplemental instructions at the back of the manual. Corrections will be made from time to time by the issuance of revised sheets which shall be inserted and the corresponding old sheets removed.

R. S. Bergey
Manager, Revenue Accounting

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GENERAL INSTRUCTIONS

1. REQUISITIONS FOR SUPPLIES REQUIRED FOR CONDUCTING THE BUSINESS OF THIS COMPANY SHALL BE FORWARDED AS DIRECTED BELOW:

   STATIONERY SUPPLIES, CLOCK DATERS, AND REPAIRS THERETO, TO MANAGER MATERIAL AS DIRECTED BY HIM.

   VENDING-MACHINE SUPPLIES (DRINKING CUPS, SOAP AND TOWELS, PAPER TOWELS AND SANITARY NAPKINS) TO SUPERINTENDENT STATIONS. WHEN THE MATERIAL IS SHIPPED, MANAGER MATERIAL SHALL SEND A COPY OF THE MATERIAL ORDER TO THE MANAGER, REVENUE ACCOUNTING. WHEN SUPPLIES ARE RECEIVED, AGENTS SHALL SEND RECEIPTED COPY OF ORDER TO THE MANAGER, REVENUE ACCOUNTING.

   STATIONERY AND VENDING-MACHINE SUPPLIES (NOT SPECIFIED IN PRECEDING PARAGRAPH) AND OVERTIME STORAGE CHECKS USED ON ARTICLES REMOVED FROM PARCEL LOCKERS, TO THE OWNING COMPANY AT ADDRESS SHOWN ON THEIR REPORTS.

   TRAVELERS INSURANCE SUPPLIES TO THE INSURANCE COMPANY AT ADDRESS SHOWN ON THEIR REPORT.

   TICKETS, REVENUE BAGGAGE CHECKS, RED CAP TAGS, ETC., TO SUPERVISOR TICKET STOCKS, PHILADELPHIA, PA.

   SUPPLIES SHALL BE KEPT AT THE LOWEST QUANTITY CONSISTENT WITH PROPER CONDUCT OF THE BUSINESS.

2. (A) NO ONE SHALL BE PERMITTED ACCESS TO THE RECORDS, MEMORANDA, AND ACCOUNTS EXCEPT AUTHORIZED REPRESENTATIVES OF THE COMPANY OR OF THE FEDERAL, STATE, OR MUNICIPAL GOVERNMENTS, UPON PRESENTATION OF PROPER CREDENTIALS.

   (B) WHEN TRAVELING AUDITORS OR OTHER CREDITED REPRESENTATIVES OF THE ACCOUNTING DEPARTMENT VISIT AN OFFICE FOR ANY PURPOSE, THEY SHALL BE AFFORDED EVERY FACILITY FOR PROSECUTING THEIR WORK, AND FULL COOPERATION SHALL BE GIVEN.

   (C) AGENTS MAY FURNISH PASSENGERS, SHIPPERS, OR CONSIGNEES ONLY INFORMATION RELATING TO THEIR OWN BUSINESS TRANSACTIONS WITH THE COMPANY. WHEN COPIES OF RECORDS ARE PREPARED, BY OTHER THAN REPRODUCTION METHODS, THEY SHALL BE MADE WITH PEN AND INK OR TYPEWRITER, AND THE WORD "COPY" PLAINLY SHOWN THEREON. THEY SHALL ALSO BE COMPARED WITH THE ORIGINALS, INITIALED FOR IDENTIFICATION PURPOSES BY THE PERSON MAKING THEM, AND UNDER NO CIRCUMSTANCES WILL ALTERATIONS OR VARIATIONS FROM THE ORIGINAL BE PERMITTED.

   ALL OTHER REQUESTS FOR INFORMATION SHALL BE REFERRED TO THE MANAGER, REVENUE ACCOUNTING, EXCEPT AS SPECIFIED IN 2. (D).

   FOR INFORMATION IN CONNECTION WITH RECONSIGNED SHIPMENTS, SEE PARAGRAPH 9271. (B).
GENERAL INSTRUCTIONS

2. (D) WHEN REQUEST IS RECEIVED FROM PARTY OR PARTIES NOT SHOWN IN THE TRANSPORTATION RECORDS AS DIRECTLY INTERESTED IN THE SHIPMENT OR SHIPMENTS, FOR INFORMATION WITH RESPECT TO THE BUSINESS OF OTHER SHIPPERS OR CONSIGNEES, AGENT SHALL NOT FURNISH SUCH INFORMATION, WITHOUT CONSENT OF SHIPPER OR CONSIGNEE AS THE INTERSTATE COMMERCE ACT PROVIDES IN PART AS FOLLOWS:

"IT SHALL BE UNLAWFUL FOR ANY COMMON CARRIER SUBJECT TO THE PROVISIONS OF THIS ACT, OR ANY OFFICER, AGENT OR EMPLOYEE OF SUCH COMMON CARRIER, KNOWINGLY TO DISCLOSE TO OR PERMIT TO BE ACQUIRED BY ANY PERSON OR CORPORATION OTHER THAN THE SHIPPER OR CONSIGNEE, WITHOUT THE CONSENT OF SUCH SHIPPER OR CONSIGNEE, ANY INFORMATION CONCERNING THE NATURE, KIND, QUANTITY, DESTINATION, CONSIGNEE, OR ROUTE OF ANY PROPERTY TENDERED OR DELIVERED TO SUCH COMMON CARRIER FOR INTERSTATE TRANSPORTATION."

REQUESTS FOR INFORMATION OF THE CHARACTER MENTIONED SHALL BE REFERRED TO THE DISTRICT SALES MANAGER.

9. (A) FEDERAL, STATE OR MUNICIPAL GOVERNMENT REPRESENTATIVES REQUESTING ACCESS TO RECORDS, MEMORANDA, OR ACCOUNTS SHALL BE REQUIRED TO PRESENT CREDENTIALS, FOR IDENTIFICATION PURPOSES. IN THE EVENT OF DOUBT AS TO THE AUTHORITY OF SUCH REPRESENTATIVE, AGENT SHALL COMMUNICATE BY TELEPHONE OR TELEGRAPH WITH THE MANAGER AUDITING, BEFORE PERMITTING ACCESS TO RECORDS, MEMORANDA OR ACCOUNTS.

(b) WHEN ANY AGENCY OR OFFICE IS VISITED BY A GOVERNMENT REPRESENTATIVE, HIS NAME, TITLE AND THE DEPARTMENT OF FEDERAL GOVERNMENT, OR DEPARTMENT AND NAME OF STATE OR MUNICIPALITY HE REPRESENTS, AND PURPOSE OF VISIT IN DETAIL, SHALL BE IMMEDIATELY REPORTED BY LETTER TO THE COMPTROLLER, MANAGER AUDITING, GENERAL MANAGER TRANSPORTATION, REGIONAL GENERAL MANAGER, MANAGER STATIONS, MANAGER FREIGHT SALES AND SERVICES.

(c) THE INTERSTATE COMMERCE COMMISSION IS EMPOWERED BY STATUTE TO COPY "ANY AND ALL ACCOUNTS, BOOKS, RECORDS, MEMORANDA, CORRESPONDENCE, AND OTHER DOCUMENTS." THE DEPT. OF HEALTH, EDUCATION AND WELFARE, WHICH ADMINISTERS THE FEDERAL FOOD, DRUG, AND COSMETIC ACT, IS EMPOWERED BY STATUTE TO COPY "RECORDS", AND IN THIS INSTANCE, RECORDS SHALL NOT BE TAKEN TO MEAN CORRESPONDENCE. THESE AGENCIES SHALL BE PERMITTED TO COPY DOCUMENTS TO THE EXTENT NOTED ABOVE, BUT NO OTHER GOVERNMENTAL AGENCY SHALL BE PERMITTED TO COPY DOCUMENTS WITHOUT SPECIAL PERMISSION.

(d) REQUESTS BY GOVERNMENTAL AGENCIES FOR COPIES OF DOCUMENTS AND CORRESPONDENCE, EXCEPT AS AUTHORIZED IN PARAGRAPH C, SHALL IMMEDIATELY BE REFERRED TO THE MANAGER AUDITING.

4. (A) ACCOUNTING RECORDS, EXCEPT TICKET STUBS AND COPIES OF OUTBOUND WAYBILLS, SHALL BE RETAINED AT STATIONS FOR SIX (6) CALENDAR YEARS. AT THE END OF EACH CALENDAR YEAR FORM 0-56 SHALL BE PREPARED IN TRIPlicate, LISTING EACH KIND OF RECORD BY I.C.C. CLASSIFICATION ITEM NO., FORM NO., TITLE OR DESCRIPTION OF RECORDS, PERIOD COVERED (BOTH DATES INCLUDED) FROM AND TO, AND MAY BE DESTROYED DATE, MONTH AND YEAR. THE ORIGINAL AND DUPLICATE SHALL BE FORWARD To THE REGIONAL GENERAL MANAGER WITH REQUEST THAT THE LISTED RECORDS BE DESTROYED, AND THE TRIPlicate COPY RETAINED AS AGENT RECORDS.

WHEN THE RECORDS OF MORE THAN ONE COMPANY ARE TO BE DESTROYED, SEPARATE FORMS 0-56 SHALL BE PREPARED FOR EACH COMPANY.
GENERAL INSTRUCTIONS

4. (A) WHEN THE COMPTROLLER HAS ADVISED AN AGENT THAT CERTAIN RECORDS MUST BE HELD BEYOND SIX (6) YEARS, REQUEST FOR AUTHORITY TO DESTROY SUCH RECORDS SHALL NOT BE MADE UNTIL THEY ARE RELEASED BY THE COMPTROLLER.

(b) WHEN RECORDS ARE DESTROYED BY FIRE, FLOOD OR OTHER CALAMITY, STATEMENT SHALL BE PREPARED, LISTING THEREON, AS FAR AS POSSIBLE, THE RECORDS DESTROYED, AND FURNISHING DETAIL COVERING THE CIRCUMSTANCES IN CONNECTION WITH THE FIRE OR OTHER CAUSE.

THE ORIGINAL SHALL BE PROMPTLY FORWARD TO THE REGIONAL GENERAL MANAGER, COPY TO THE MANAGERS OF INSURANCE, AUDITING AND REVENUE ACCOUNTING.

ONE COPY SHALL BE RETAINED AS AGENCY RECORD.

(c) ALL RECORDS SHALL BE SYSTEMATICALLY FILED SO THAT THEY ARE READILY ACCESSIBLE.

5. WHEN THERE IS A DEFALCATION, BURGLARY, FORCIBLE ENTRY, ROBBERY, ACT OF VANDALISM, DESTRUCTION OF BUILDINGS OR FIRE, AGENT SHALL NOTIFY THE REGIONAL GENERAL MANAGER, MANAGER AUDITING, TREASURER, MANAGER REVENUE ACCOUNTING, AND MANAGER INSURANCE, IMMEDIATELY BY TELEGRAPH OR TELEPHONE, CONFIRMING PROMPTLY BY LETTER GIVING FULL PARTICULARS.

CASH LOSSES SHALL BE CARRIED AS AN UNSETTLED BILL UNTIL RELIEF IS AUTHORIZED OR OTHER DISPOSITION MADE BY MANAGER REVENUE ACCOUNTING.

6. AGENTS ARE RESPONSIBLE TO THE COMPANY FOR ALL FUNDS, TICKETS, STOCKS, AND PROPER CONDUCT OF THEIR OFFICES, AND SHALL PROTECT THEMSELVES BY ARRANGING THROUGH EMPLOYING OFFICER TO HAVE SUBORDINATES BONDED.

7. (A) AGENTS HAVING SAFES WITH COMBINATION LOCKS SHALL EXERCISE CARE IN LOCKING THEM, GIVING THE LOCK-DIAL FIVE OR SIX GENTLE TURNS AFTER LOCKING. RAPID MOVEMENTS OR SPINNING OF DIAL MAY INJURE THE LOCK, CAUSING DELAY AND ADDED EXPENSE.

(b) ONLY THE AGENT OR HIS AUTHORIZED REPRESENTATIVE SHALL HAVE POSSESSION OF COMBINATION. IF FOR ANY REASON THE COMBINATION IS RECORDED, IT SHALL BE IN SUCH A WAY THAT COMBINATION IS NOT EASILY RECOGNIZABLE AS SUCH. RECORDED COMBINATION SHALL BE CAREFULLY PROTECTED AGAINST LOSS AND SHALL NOT BE KEPT IN ACCESSIBLE LOCATIONS.

(c) WHEN AN EMPLOYEE IN POSSESSION OF SAFE COMBINATION SEVERS HIS CONNECTION WITH THE AGENCY, OR IS PLACED IN A POSITION WHICH DOES NOT REQUIRE HIM TO HAVE THE COMBINATION, OR AGENT FOR ANY VALID REASON DESIRES THE COMBINATION CHANGED, THE MANAGER AUDITING SHALL BE NOTIFIED IMMEDIATELY.

(d) COMBINATIONS OF AGENCY SAFES SHALL BE CHANGED ONLY BY A REPRESENTATIVE OF THE MANAGER, AUDITING. IF CHANGED BY ANY OTHER PERSON FOR ANY REASON, THE MANAGER AUDITING SHALL BE NOTIFIED AT ONCE.

8. AGENTS SHALL IMMEDIATELY NOTIFY CHIEF OF CREDIT AND MANAGER AUDITING OF ANY CHANGES IN CHARACTER OR EXTENSION OF THE SERVICE, MADE BY THE COMPANY OR INDIVIDUAL NOW HOLDING, OR IN FUTURE GRANTED, A STATION CONCESSION OR PRIVILEGE SHOWN BELOW. MANAGER REAL ESTATE SHALL ALSO BE NOTIFIED ACCOUNT ANY CHANGES IN STATION RESIDENCES AND ROOMS.

AMUSEMENT MACHINES - GAMES OR OTHER TAXICAB SERVICE
BAGGAGE TRANSFER TOILET DOOR LOCKS
PARCEL LOCKERS TRAVELERS INSURANCE
PUBLIC TELEPHONES UNION NEWS CO, STANDS-NEWS OR OTHER
STATION RESIDENCES AND ROOMS VENDING MACHINES-ALL TYPES
GENERAL INSTRUCTIONS

9. CORRESPONDENCE SHALL BE GIVEN PROMPT ATTENTION, MAINTAINED CURRENTLY, AND PAPERS SO FILED THAT THEY MAY BE READILY LOCATED.

PRINTED LETTERHEADS SHALL NOT BE USED IN WRITING TO OFFICERS OR AGENTS OF THE COMPANY. ALL COMMUNICATIONS SHALL BE DATED, AND NAME OF STATION AND AGENT SHOWN IN FULL.

WHEN REPLYING TO CORRESPONDENCE, MAKE REFERENCE TO DATE AND FILE NUMBER.

10. AGENTS AT STATIONS WHERE CONSOLIDATED FREIGHT AGENCY ACCOUNTING IS PERFORMED BY THE REGIONAL CONTROLLER SHALL PREPARE A.D. 1618 - "FREIGHT AGENTS CASH REPORT." AGENT SHALL REMIT ALL CASH SAME DAY RECEIVED TO ELIMINATE THE NEED FOR CARRYING CASH OVER TO THE NEXT REPORT. A.D. 1618 DEBITS AND CREDITS SHALL BE IN BALANCE.


(B) AGENT SHALL PREPARE A.D. 1618 ONLY ON DAYS COLLECTIONS ARE MADE OR TRANSMITTING GOVERNMENT BILLS OF LADING. AGENTS SHALL NUMBER THEIR A.D. 1618 REPORTS STARTING WITH NO. 1 FOR THE FIRST REPORT ISSUED EACH MONTH. REPORT SHALL BE DATED AND CLEARLY SHOW THE STATION NAME. AGENT SHALL PREPARE A.D. 1618 FOR THE LAST BUSINESS DAY OF EACH MONTH, NOTING REPORT "BLANK" IF NOTHING TO REPORT. ON THE REVERSE SIDE OF THIS FINAL REPORT FOR THE MONTH, ENTER THE STATUS OF ALL UNSETTLED CASH, AND GOVERNMENT ITEMS OVER 30 DAYS OLD.

(C) AGENT SHALL ENTER COLLECTIONS, COVERING BILLS PREVIOUSLY REPORTED, IN SPACE CAPTIONED "DETAIL OF FREIGHT BILLS COLLECTED."

OVER AND ADVANCE COLLECTIONS COVERING BILLS NOT YET REPORTED SHALL BE ENTERED ON A.D. 1618 IN SPACE CAPTIONED "DETAIL OF OVER AND ADVANCE COLLECTIONS."

(D) WHEN TRANSMITTING GOVERNMENT BILLS OF LADING ENTER WAYBILL NUMBER AND DATE, CAR NUMBER AND GOVERNMENT BILL OF LADING NUMBER SUPPORTED BY TWO COPIES OF FREIGHT BILL, THREE COPIES ARE REQUIRED ON COAL SHIPMENTS. DO NOT LIST FREIGHT CHARGES.

(E) SUPERVISOR REVENUE ACCOUNTING SHALL BE RESPONSIBLE FOR POLICING THE SETTLEMENT OF ALL BILLS LISTED BY AGENTS ON A.D. 1618.

11. (A) AMOUNTS REMITTED EACH DAY SHALL BE LISTED AS ONE AMOUNT ON A.D. 1400, DAILY CASH EXHIBIT, AND ON A.D. 1450, AGENTS CONSOLIDATED RECORD. CREDIT SHALL BE CLAIMED ON DAY DEPOSIT IS ACTUALLY MADE.

(B) WHEN AGENT IS NOTIFIED BY BANK THAT AMOUNT SHOWN ON THE DEPOSIT SLIP HAS BEEN DECREASED, A SPECIAL REMITTANCE FOR AMOUNT SHORT SHALL BE MADE TO THE BANK, NOTING ON THE DEPOSIT SLIP THE DATE OF ORIGINAL REMITTANCE. (SEE TREASURER'S INSTRUCTIONS.) CREDIT SHALL NOT BE CLAIMED FOR SUCH REMITTANCE, HAVING BEEN CLAIMED ON DATE OF ORIGINAL REMITTANCE.

WHEN BANK INCREASES AMOUNT OF DEPOSIT SLIP BECAUSE OF AN ERROR OR EXCESS OF CASH IN REMITTANCE, THE DIFFERENCE SHALL BE CLAIMED ON CURRENT DAY AS A SEPARATE REMITTANCE.
11. (C) Protested or dishonored checks or drafts shall be handled in accordance with Treasurer’s instructions.

12. (A) Credit shall be claimed for all expenditures of the types listed below.

1. Purchase of services

2. Cash purchase of postal or express money order to be used in making remittances to banks.

3. Cash purchase of change from banks.

4. Payment of collect telegraph charges.

5. To use pay telephone for company’s business.

6. Cash purchase of certain “house supplies” for use at stations such as:
   - Ash cans
   - Mops and mop handles
   - Brooms
   - Paper towels
   - Brushes (floor, scrub & dust)
   - Salt
   - Buckets
   - Sand
   - Cleaning rags
   - Shovels
   - Drinking cups
   - Soap and soap powder
   - Dust pans
   - Sponges
   - Ice
   - Toilet tissue
   - Light bulbs and tubes

During the course of each month as cash is used, the amount expended shall be carried as an unsettled bill and designated “Revenue Debits”.

Ticket agents shall prepare Form A.D. 3508 in triplicate on the last day of the calendar month, and enter total cash expended for purchases of household supplies and other authorized expenses. The original A.D. 3508 shall be attached to a separate Form A.D. 4284 and forwarded to the manager, Revenue Accounting with balance sheet on which credit is reported.

One copy of A.D. 3508 shall be forwarded to the regional comptroller with all receipts attached.

12. (B) Freight agent

When there is no cash on hand, agent may purchase supplies on credit. Agent shall attach invoice covering purchases of housekeeping supplies to A.D. 1618 supported with list “Drafts to be issued”. List shall clearly indicate to supervisor, Revenue Accounting to whom drafts are to be issued.

Agents purchasing supplies out of cash on hand shall take relief by preparing A.D. 3508 and attaching to A.D. 1618 with receipts.

Supervisor Revenue Accounting

During the course of each month as drafts are issued, the amount expended shall be carried as an unsettled item designated “Revenue Debits.”
12. (A) On the last day of the calendar month (or as otherwise directed) Supervisor Revenue Accounting shall prepare A.D. 3503 (in triplicate for drafts issued but excluding payments to reimburse patrons.)

Original A.D. 3503 shall be attached to A.D. 1608 and forwarded to Manager Revenue Accounting attached to balance sheets on which credit is claimed. Copy of A.D. 3503 with receipts attached shall be forwarded to regional comptroller.

13. (A) Unexplained cash overages shall be entered in the cash book and charged into account the day on which they accrue by use of A.D. 1608, bearing notation cash over, with name of employee and amount over listed thereon.

Unexplained cash shortages shall be made good at once, unless overages reported within a period of (6) months immediately prior thereto, are applicable to the account which is short, in which case credit may be claimed on A.D. 1608, giving full details and reference to original A.D. 1608.

(b) Detail of each seller's overs and shorts shall be recorded daily, and net total entered on debit or credit side of A.D. 1450. At the close of each month the total of all sellers' net overages shall be reported as a separate amount on A.D. 6264 as monthly report of local ticket sales. Shortages shall be made good promptly, unless overages reported within a period of six (6) months immediately prior thereto are applicable to the account which is short. Ticketeer agencies shall include sellers' overs in local on A.D. 1309 and forward memo to cover.

(c) Credit may be claimed on A.D. 4284 within a period of six (6) months for previously reported overages, if applicable to subsequent shortages, referring to month in which overage was reported.

The amounts of overages carried in the over and short account shall be listed on reverse side of A.D. 1309, monthly balance sheet, showing separately the amount applicable to current month and each of the preceding five (5) months.

At the close of each month all cash overages that have been carried in the agency over and short account for a period of six (6) months, shall be dropped from the agency record. Detail of amount dropped, showing name of the employee, amount of overage, date accrued and the designating die number of letter of the individual account, shall be listed on reverse side of A.D. 1309, monthly balance sheet.

If it is developed that an overage previously dropped from agency record is applicable to a current shortage, request credit from the manager, Revenue Accounting, giving complete details of transaction.

14. (A) Change left by patrons shall be reported on A.D. 1608 or A.D. 4380, showing date and full particulars. Ticketeer agents shall report as nil on A.D. 6328.

When refunds are made, for change left by patron or money in pocketbooks, receipt shall be taken. List name and address of patron and amount refunded on A.D. 1608 or A.D. 4284 on which credit is claimed, giving full particulars as to where and when money was reported.

(B) When a wallet or pocketbook is found at a station, or on a train and turned in at a station and the owner wished to obtain the money at another station, agent at the latter station, after verification of amount with agent holding wallet or pocketbook, shall give claimant the amount of money out of company funds, take a receipt for the money, and claim cr. on Form A.D. 4284, attaching the receipt.
GENERAL INSTRUCTIONS

Agent at point where the money is held shall add the amount to his interline ticket report, giving details of the transaction.

15. Over and advance collections are collections not represented by a debit in the account at the time collection is made.

(A) Collections made by agents for charges not previously reported by the supervisor revenue accounting shall be entered on A.O. 1618 in space provided. Supervisor revenue accounting shall have credit accounts receivable card prepared and promptly locate item for reporting. Agent shall be contacted by supervisor revenue accounting for items on which reporting cannot be located.

(B) Overpayments by credit patrons that cannot be associated by the supervisor revenue accounting in his account shall have credit accounts receivable card prepared promptly. Credit shall be held in O & A zone receiving payment. Zone shall promptly ascertain cause of overpayment, by telephone or correspondence with the patron when necessary.

(C) All over and advance collections unsettled at the close of business on the last day of the month shall be listed on A.O. 1303, Statement of Unsettled Bills. Over and advance collections more than 30 days old shall be listed in detail on A.O. 1303.

(D) When patron makes an advance deposit to be applied in the settlement of freight or other charges as they accrue, the deposit shall be accounted for as an over and advance collection. When any portion of deposit is used to settle charges due by the depositor, the over and advance collection shall be reduced by such amount. A separate record shall be kept for each depositor, showing date and amount deposited, and bill number, date, and amount used to pay charges.

(E) When agents are authorized to accept indemnity deposits in lieu of order bills of lading or of delivery orders of consignees for straight shipments billed to them "notify" or "advise" another party, such deposits shall be remitted to the authorized depository, using Form T.O. 1553, Combined Letter of Indemnity and Deposit Ticket. See instructions on back of Form T.O. 1553.

These deposits shall not be taken into agency accounts.

(F) Upon surrender by the depositor of original bill of lading properly endorsed, written order, or other required documents, such documents shall be marked "accomplished" (showing date and hour surrendered) and forwarded by registered mail to the treasurer, with request that refund be made to the depositor (show name of depositor and address).

If there is knowledge of any claim other than the depositor's, for any part of the deposit, state the facts fully in transmittal letter, attaching thereto all supporting papers.

(G) Over collections or special deposits made to cover milk shipments, passenger transportation or for any service in connection with such transportation, shall be handled in accordance with specific instructions as provided in passenger accounting section of this manual.
16. (A) AD 1303 - Supervisor Revenue Accounting in each region shall prepare AD 1303, monthly statement of unsettled bills. Machine list shall be prepared showing all items, including over and advance collections, that are unsettled at the close of business on the last day of the month. The summary shall be the first sheet of the completed AD 1303, and the summary total shall agree with the amount of unsettled shown on balance sheet for the last day of the month.

The following codes shall be used to denote reasons why accounts are unsettled:

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Short</td>
<td>SHORT</td>
</tr>
<tr>
<td>02</td>
<td>Dispute-Rate</td>
<td>DISP RATE</td>
</tr>
<tr>
<td>03</td>
<td>Dispute-Weight</td>
<td>DISP WEIGHT</td>
</tr>
<tr>
<td>04</td>
<td>Dispute-Misc Chg</td>
<td>DISP MISC CHG</td>
</tr>
<tr>
<td>05</td>
<td>Bal bill rendered-No reply</td>
<td>BAL BILL NO REP</td>
</tr>
<tr>
<td>06</td>
<td>Awaiting Conn line settlement</td>
<td>Conn Line Setlm</td>
</tr>
<tr>
<td>07</td>
<td>Govt Shpt-B/L Not accomplished</td>
<td>Govt Bl Not Acc</td>
</tr>
<tr>
<td>08</td>
<td>On hand-unclaimed</td>
<td>OH UNCLAIMED</td>
</tr>
<tr>
<td>09</td>
<td>On hand-refused</td>
<td>OH REFUSED</td>
</tr>
<tr>
<td>10</td>
<td>On hand-damaged</td>
<td>OH DAMAGED</td>
</tr>
<tr>
<td>11</td>
<td>On hand-consignees order</td>
<td>OH CONSIG ORDER</td>
</tr>
<tr>
<td>12</td>
<td>On hand-B/L Not accomplished</td>
<td>OH Bl Not Acc</td>
</tr>
<tr>
<td>13</td>
<td>Duplicate billing</td>
<td>DUP BILL</td>
</tr>
<tr>
<td>14</td>
<td>Shipment in bond</td>
<td>SHPT IN BOND</td>
</tr>
<tr>
<td>15</td>
<td>Credit C/N - Patron deduct Next Settle-ment</td>
<td>CREDIT ON</td>
</tr>
<tr>
<td>16</td>
<td>Credit Patron Delinquent</td>
<td>PATRON DELINQ</td>
</tr>
<tr>
<td>17</td>
<td>Up with treasurer</td>
<td>WITH TREAS</td>
</tr>
<tr>
<td>18</td>
<td>Up with Manager Revenue Accounting</td>
<td>WITH MRA</td>
</tr>
<tr>
<td>19</td>
<td>Up with Agent-Cash Shpt</td>
<td>Cash With AGT</td>
</tr>
<tr>
<td>20</td>
<td>Up with Beneficial Owner</td>
<td>With Benef Owner</td>
</tr>
<tr>
<td>21</td>
<td>0 &amp; A Item Unadjusted</td>
<td>0 &amp; A UNADJ</td>
</tr>
<tr>
<td>22</td>
<td>Off-set Items</td>
<td>OFF SET</td>
</tr>
<tr>
<td>23</td>
<td>Bill paid leaving Bal-No reason given</td>
<td>PD SHORT NO RSN</td>
</tr>
<tr>
<td>24</td>
<td>Patron claims paid-furnished photo copy of check for proof</td>
<td>PD PHOTO CK FOR</td>
</tr>
<tr>
<td>25</td>
<td>Should read &quot;Prepaid&quot;</td>
<td>SHOULD READ PP</td>
</tr>
<tr>
<td>26</td>
<td>Should read &quot;Collect&quot;</td>
<td>SHOULD READ COL</td>
</tr>
<tr>
<td>27</td>
<td>Reported by PRR in error-Another R.R.'s Bill to report</td>
<td>REPTD IN ERROR</td>
</tr>
<tr>
<td>28</td>
<td>Patron claims paid-No proof furnished</td>
<td>PAT PD NO PROOF</td>
</tr>
<tr>
<td>29</td>
<td>Out of route car-will take 1608 relief</td>
<td>OUT OF ROUTE</td>
</tr>
<tr>
<td>30</td>
<td>Up with Supv. Credit &amp; coll</td>
<td>WITH SUP. C &amp; C</td>
</tr>
<tr>
<td>31</td>
<td>Shipper request B/L number</td>
<td>SHPR B/L NO</td>
</tr>
</tbody>
</table>

The supervisor revenue accounting shall be required to certify AD 1303, over his personal signature, that freight bills due by patrons on the authorized credit list have been rendered in accordance with accounting and treasury department instructions.

(B) All forms AD 1303 shall be attached to the summary and forwarded to manager revenue accounting not later than the sixth day of the subsequent month. All bills shall remain in the account of supervisor revenue accounting until settled, adjusted or relief is authorized.
16. (C) ALL ITEMS SHALL BE LISTED BY THE REGIONAL DATA CENTER IN THE FORMAT DESIGNATED BY THE MANAGER REVENUE ACCOUNTING.

ALL BILLS DATED PRIOR TO CURRENT MONTH SHALL CARRY "REASONS CODE" TO INDICATE WHY UNSETTLED. ALL UNSETTLED BILLS SHALL BE FULLY DETAILED AS FOLLOWS: MONTH, DAY AND YEAR OF REPORTING; PATRON CODE; CLASS OF TRAFFIC; CAR NUMBER; WAYBILL NUMBER; MONTH, DAY AND YEAR OF WAYBILL NUMBER; REASON CODE AND AMOUNT UNSETTLED.

SUPERVISOR REVENUE ACCOUNTING SHALL BE RESPONSIBLE FOR SECURING PROPER A.D. 1903 FROM STATION UNDER HIS JURISDICTION REPORTING ON A.D. 1910.

REGIONAL A.D. 1903 PREPARED BY SUPERVISOR REVENUE ACCOUNTING SHALL BE DISTRIBUTED AS FOLLOWS:

CHIEF OF CREDIT
MANAGER REVENUE ACCOUNTING
REGIONAL COMPTROLLER

(D) AGENTS SHALL COMMUNICATE WITH SUPERVISOR REVENUE ACCOUNTING BY TELEPHONE, IN CONNECTION WITH REVISION OF WAYBILLS, IN ORDER THAT CORRECT FREIGHT BILLS SHALL BE PRESENTED TO OUR PATRONS IN THE FIRST INSTANCE.

(E) DISPUTED FREIGHT AND BALANCE DUE BILLS WITH AGENTS ENTIRE FILE WHERE QUESTIONS OF RATES ARE INVOLVED, SHALL BE FORWARDED IN SEPARATE ENVELOPE TO THE SUPERVISOR REVENUE ACCOUNTING HAVING JURISDICTION FOR VERIFICATION OF RATES AND CHARGES. DEFINITE INFORMATION SHALL BE SHOWN ON FREIGHT BILLS. THEREFORE, AGENTS SHALL MAKE NECESSARY INVESTIGATION TO DISPOSE OF ANY QUESTIONS RELATING TO DESCRIPTION OF ARTICLES, COLLECT VS. PREPAID, ETC., BEFORE REFERRING SUCH BILLS TO THE SUPERVISOR REVENUE ACCOUNTING FOR REVISION.

THE BILLS SHALL BE REVISED AND AGENCY FILES PROMPTLY RETURNED WITH FORM A.D. 5695, SHOWING CORRECT RATE, CHARGES AND TARIFF AUTHORITY FOR EACH BILL.

ALL OTHER DISPUTED ITEMS SHALL BE IMMEDIATELY REFERRED TO THE MANAGER REVENUE ACCOUNTING, WITH ALL INFORMATION ATTACHED.

(F) WHEN IT BECOMES NECESSARY FOR AGENT TO REFER SUCH BILLS TO THE SUPERVISOR CREDIT AND COLLECTIONS FOR COLLECTION OF CHARGES, ALL INFORMATION FURNISHED BY THE SUPERVISOR REVENUE ACCOUNTING, AND AGENT'S ENTIRE FILE SHALL BE SENT TO SUPERVISOR CREDIT AND COLLECTION, FURNISHING COPY TO THE SUPERVISOR REVENUE ACCOUNTING.

(G) A.D. 1303 SHALL BE FORWARDED TO THE MANAGER REVENUE ACCOUNTING AT THE END OF EACH MONTH, SHOWING IN DETAIL ALL ITEMS UNSETTLED AT THE CLOSE OF BUSINESS ON THE LAST DAY OF THE MONTH AND REASON WHY SETTLED.

17. (A) EMPLOYEES IN CHARGE OF EACH ZONE WILL MAINTAIN DAILY BALANCE AND PREPARE A.D. 1877 - ZONE BALANCE SHEET FOR THE CONTROL ZONE.

(B) REMITTANCES RECEIVED IN A ZONE COVERING FREIGHT BILLS CHARGED TO ANOTHER ZONE SHALL HAVE THE ZONE HOLDING THE DEBIT TRANSFER THE ITEM TO MATCH THE CREDIT. ALL ITEMS TO BE TRANSFERRED TO ANOTHER ZONE, SHALL BE LISTED IN DETAIL ON A.D. 1870 AND ATTACHED TO A.D. 1877.

(C) A.D. 1612 ADJUSTMENTS WILL BE SHOWN IN "DISCREPANCIES" COLUMN OF A.D. 1877.

(D) ALL ENTRIES SHALL BE MADE ON THE PROPER LINES AND IN SPACES PROVIDED. DATE SHOWN ON LISTS ATTACHED SHALL BE THE SAME AS ON THE BALANCE SHEET. AMOUNT SHOWN AS REMITTANCE SHALL BE THE AMOUNT ON TD 53 BANK DEPOSIT SLIPS FOR THE DAY CREDIT IS CLAIMED.
17. (e) Amounts entered as balance from previous balance sheet shall be the amount shown on
contd. previous balance sheet as follows:

<table>
<thead>
<tr>
<th>AD 1877</th>
<th>Balance TPRD from &quot;Cash on hand&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&quot;Unsettled Bills on hand&quot;</td>
</tr>
<tr>
<td></td>
<td>&quot;Q&amp;A collections unsettled&quot;</td>
</tr>
<tr>
<td>AD 1890</td>
<td>&quot;Net unsettled Bills&quot;</td>
</tr>
<tr>
<td></td>
<td>&quot;Cash on hand&quot;</td>
</tr>
<tr>
<td>AD 1618</td>
<td>&quot;Cash on hand&quot;</td>
</tr>
</tbody>
</table>

(f) Control zone shall maintain balance for the consolidated account rendering daily
balance sheet A.D. 1850 to manager revenue accounting.

Audit A.D. 1877 - zone balance sheets and prepare list of to 59 deposit tickets.
control zone shall supervise the forwarding of all punch cards, lists and waybills
for manager revenue accounting. Balance sheets prepared by supervisor revenue accounting
shall be signed by supervisor revenue accounting or other authorized person.

18. (a) All passenger agents shall maintain a daily balance, entering on A.D. 1450 the daily
totals of the various classes of business, remittances, and other credits. The
amount shown as cash on hand in credit column 12 shall agree with actual cash counted.

Record of Pullman debits and credits shall be entered in separate columns of A.D.
1450 and reported on separate line of A.D. 1309. Collections account of Pullman
sales shall be included in P.R.R. remittances. Pullman sales shall be included on
A.D. 1400.

Monthly balance sheet, A.D. 1309, bearing personal signature of agent or other
authorized person shall be prepared and forwarded to manager revenue accounting,
dep't. 322, not later than the second day of the following month, retaining a copy
on plain paper.

Balance from last month shall be the amount shown on previous month’s A.D. 1309
opposite caption "total balance to be carried to next report", the net of all
letters covering errors on previous months balance sheet shall be entered on line
2 of debit or credit portion, as the case may be, opposite caption "errors from
last month". (other discrepancy notices covering differences developed in audit
of previous month’s local, interline and miscellaneous reports shall be shown as
a separate entry on the next report in accordance with correction notice, giving
file number, and included in the day’s business on A.D. 1450 for date discrepancy
notice is received.)

Entries on A.D. 1309 shall be the totals of various columns on A.D. 1450, and the
entries for last day of the month in credit columns 11 and 12. Amounts on A.D.
1309 shall agree with reports forwarded to manager revenue accounting.

Amount entered as remittances shall agree with amounts remitted, and reported on
form A.D. 1400, daily cash exhibit.

Amounts for the different classes of business shall be entered on lines provided.
Enter business for which no provision has been made on a blank line. Items such
as awaiting settlement ticket seller’s shortages, etc., shall be listed on A.D.
1303 as unsettled items.

(b) A.D. 1400, daily cash exhibit, shall be prepared in accordance with instructions
shown on the form for periods 1st to 7th, 8th to 15th, 16th to 23rd, 24th to
the last day of the month, each inclusive, and forwarded to the manager revenue
accounting dept. 322 in a separate envelope promptly at the end of each period.
GENERAL INSTRUCTIONS

19. Passenger agents will certify on statement of account prepared by traveling auditor, as to correctness of passenger accounts from date of last rendered balance sheet to close of business on date preceding date of examination.
GENERAL INSTRUCTIONS

CASHIER RENTS

20. Entries shall be made daily in TD 7625, Agent’s Daily Record, in accordance with the following instructions:

(A) Sheets of TD 7625 shall be headed for at least a year in advance, so that possession and vacation notices effective in future months may be entered immediately. Legible duplicates of notices are to be forwarded promptly to Dept. 47 by Real Estate Dept.

Entries shall not be interlined; use one line to an item. As form is loose-leaf, extra sheets may be inserted when necessary.

(B) Enter on first line in the column headed "MONTHLY," total amount of monthly rentals chargeable at end of previous month's account, below which enter separate amounts for all possession notices that are due monthly, and chargeable in that particular month.

(C) Enter on first line in column headed "QUARTERLY," total amount of quarterly rentals chargeable at end of previous corresponding quarterly month's account, below which enter separate amounts for all possession notices that are due quarterly and chargeable in that particular month.

(D) Enter on first line in column headed "SEMI-ANNUAL," total amount of semi-annual rentals chargeable at end of previous corresponding semi-annual month's account, below which enter separate amounts for all possession notices that are due semi-annually and chargeable in that particular month.

(E) Enter on first line of column headed "ANNUAL," total amount of annual rentals chargeable at end of previous corresponding annual month's account, below which enter separate amounts for all possession notices that are due annually and chargeable in that particular month.

(F) Enter in column headed "OTHER RENTS," amounts chargeable in the month that are not taken care of in preceding columns, i.e., taxes, water rents, variable rentals, and term rentals. Also that portion of periods chargeable before regular charge is made or regular credit taken, for example:

(1) When possession of property has been taken in some previous month, and possession notice not received until current month, enter in this column the amount due until regular charge is made.

(2) When property, the rental for which is payable "NOT IN ADVANCE," is vacated before end of the period for which charge will be made, enter the amount due in "OTHER RENTS" and take credit for the amount of regular quarterly, semi-annual, or annual rental in the month when it is next chargeable. Monthly charges, however, to be deducted in current month and charge made to "OTHER RENTS" for entire amount due.

Use Bill Number Spaces for Bill Numbers and Brief Information covering "OTHER RENTS."
GENERAL INSTRUCTIONS

(G) Enter on first line in column headed "Advance Collections." Total amount
of rentals collected in advance of lease requirements not due at close of previous
month, below which enter separate amounts of all rentals collected during the month
that are not due until subsequent months.

(H) Enter on debit side in space above "Monthly" column. The amount that was
necessary to balance previous month's account, which shall represent amount of
"tenants in arrears" less advance rentals unapplied. If the amount of advance
rentals unapplied is in excess of the amount of the other items, the balance is
a credit and shall be entered in red.

(I) Enter in column headed "Credit Letters," total amounts of credit letters,
received from Dept. 47, which will include, to 53, deposit slips prepared by others.
Bills vs. companies included in net settlement arrangements. See paragraph

26 (A.)

(J) Enter in column headed "Remitted," amounts accepted by bank for credit of
"agents and conductors" account.

(L) Enter in columns under heading "Vacations," rent numbers and amounts for
properties that have been vacated and for which credit is needed in the current month.

(M) Enter in column headed "Other Adjustment Credits," amounts that have been
charged and not earned for which credit is needed, for example:

1. When a property has been vacated in some previous month thereby
voiding in total or in part a charge previously made, and vacation notice is not
received until current month making charge uncollectible, credit shall be
entered in the column and notify used in month when regular rental is next
chargeable.

2. When account has been charged with a rental of $100.00 per annum,
payable $25.00 monthly, and collections can be made in certain months for
only $25.00, enter credit in this column for the one-cent overcharge.

3. Credit will be given for uncollectible rents which have first been
authorized canceled by proper authorities.

(N) Enter in column headed "Advance Rents Applied," amounts of rentals which
fall due under terms of lease in current month that were previously shown in
column headed "Advance Collections."

21. (A) At the close of business on last day of the month, totals of columns under
heading "Vacations," shall be carried to the debit side of to 7505 and
 deducted from the respective totals of columns headed "Monthly," "Quarterly,"
"Semi-Annual," "Annual," and "Other Adjustment Credits" shall be deducted
from "other rents," and net results totalled and when added to balance
from last month, represents total charges for the month. If the column
headed "other rents" should reflect red ink figures due to "Other Adjustment
Credits," exceeding "other rents" such red ink figures shall be deducted from
total of charges for the regular periods.

(B) "Advances Applied" shall be carried to the debit side of A.D. 1748 and
deducted from total of "Advance Collections," the resulting figure represent-
ing "Advances Unapplied" to be carried to subsequent month. The totals
of columns headed "Credit Letters" and "Remitted" when added together and
deducted from total debts, the resulting figure represents a debit balance
to be carried to subsequent month. The total of "Uncollected Rents" less
"Advances Unapplied" shall agree with this balance.

(c) If the total of "Credit Letters" and remittances exceeds the total debits
then the resulting figure is a credit balance and shall be so carried to
the subsequent month's account & shall show that unapplied advances are in
excess of the uncollected rents.
GENERAL INSTRUCTIONS

22. (A) The following detailed statements shall be forwarded to Dept. 47 not later than fifth day of following month:
   - List of unapplied advance collections.
   - List of tenants in arrears.
   - List of vacant properties.

23. A.D. 1250, rent receipts, are to be prepared for cash collections, U.S. money orders, items where tenants have tendered the checks of others in payment of rent and for other tenants requesting them. Care shall be exercised in the preparation of rent receipts, which shall be used consecutively, both books and receipts. When receipts are spoiled, both original and copy shall be forwarded with other rent receipts to the Dept. 47.

   IBM List "Daily Cash Sheet" prepared in quadruplicate daily from deposit details forwarded by bank each A.M. First copy to be forwarded to Dept. 47, with two remaining copies to be forwarded to each regional real estate office.

25. (A) Requests for refunds for overpaid rent shall be made by the real estate agent who will issue proper authority for such refunds. T&D 7650 in duplicate to Dept. 47 requesting refund voucher.

   (B) When request is made by real estate agent for refund of amounts carried as "advance collections" charge "other rents" and apply the advances at once.

26. (A) When rentals are due from companies that have a net settlement arrangement with our road, bills shall be prepared in quadruplicate on A.D. 1512, accounts receivable bill, and forwarded to Dept. 47 upon receipt of the bills credit letters will be issued to cover.

   (B) The above method will also apply for rentals due by one company to another within the Pennsylvania Railroad System.

28. Under terms of agreements for pipe and wire crossing there are charges included to cover cost of preparation of plans, agreements, etc. These charges are billed by the operating department, but payments may be made to agents, real estate department, in which case make charge to "other rents," quoting bill number, if possible.
PROTECTION OF OFFICE, TICKETS AND CATERING STAMPS

100. Agents are responsible for all ticket stocks and other revenue documents they have receipted for, and ticket office shall be kept locked and unauthorized persons excluded. Ticket cases shall be kept locked when not in use, and all precautions taken to protect tickets, daters and dies from loss or theft. Keys for access to internal functions of ticketeer machines and keys for spare machines must be protected at all times.

101. A record of all tickets, C.O.D., excess baggage, transfer checks, and other miscellaneous revenue forms shall be kept on A.O. 4263. Record of tickets invoiced, reported sold, spoiled or recalled.

Each form and destination of ticket or miscellaneous stock shall be entered on a separate sheet, showing date of invoice, invoice number and the commencing and closing numbers. Interline sales shall be recorded at the close of each day for daily reporting stations and at the close of each period for period reporting stations and reports to the manager, revenue accounting. Checked to determine that all tickets between the previous and current closing numbers have been accounted for. The closing number, as recorded, shall correspond with the lowest number on hand, except that when a stock is sold out, the last number of the stock shall be recorded with notation "Inc."

Sale of local tickets and other miscellaneous revenue forms shall only be entered in stock record when stock is sold out, entering date sold out opposite the charge entry. Sanitary drinking cups, soap and towels, sanitary napkins and other unnumbered miscellaneous stock received from the storekeeper, shall be entered in stock record, showing date of receipt, quantity received, and quantity on hand at close of each month, which should agree with report A.O. 6382-A to manager, revenue accounting.

When tickets, etc., are recalled, make red ink entry in stock record under the heading "Date", showing the date tickets were forwarded, with the commencing and closing numbers, inclusive, opposite thereto. A separate record of tickets invoiced for special sale or for specified dates shall be kept to show tickets invoiced accounted for and recalled.

When both sides of stock record are completed they shall be removed from binder and filed.

When tickets are transferred from the general or reserve stocks to various units, such as regular, A, B, etc., form A.O. 4290, requisition of tickets by seller, should be prepared, showing full detail, and forwarded to the manager, revenue accounting. Tickets shall be furnished in consecutive number order.

102. All tickets, checks, etc., received must be examined and compared with accompanying invoices, and if any are missing, duplicated, mutilated, or bear wrong station number, or if invoice is improperly prepared, withhold signature and communicate with official from whom received. Card tickets received in sealed cartons need not be verified until seal is broken.

When tickets, etc., are received without the invoice, promptly notify the official from whom received.

Receipted invoices, or advice as to reason for withholding, must be forwarded promptly to the manager, revenue accounting.

103. Local tickets are those for use between points on Pennsylvania Railroad without passing over a foreign line.
104. INTERLINE TICKETS ARE AS FOLLOWS:
TICKETS TO DESTINATIONS ON FOREIGN LINES OR ON THE PENNSYLVANIA RAILROAD WHEN A FOREIGN LINE IS AN INTERMEDIATE CARRIER, AND TO POINTS ON THE PENNSYLVANIA-READING SEASHORE LINES.

105. CARE SHALL BE EXERCISED TO MAKE CERTAIN THAT ALL PREFIX OR SUFFIX LETTERS PRINTED WITH TICKET FORM NUMBERS AND ALL SERIAL LETTERS AND NUMBERS PRINTED WITH TICKET NUMBERS ARE SHOWN IN ALL REPORTS AND CORRESPONDENCE.

106. WHEN TICKETS, ETC., ARE TRANSFERRED FROM ONE AGENCY TO ANOTHER, THE AGENT TRANSFERRING THE TICKETS SHALL PROMPTLY ADVISE THE MANAGER, REVENUE ACCOUNTING OF THE TRANSFER ON A-D 4290 AND MAKE NOTATION IN STOCK RECORD.

   THE AGENT RECEIVING THE TICKETS SHALL PROMPTLY SIGN ORIGINAL COPY OF A-D 4290, VERIFYING RECEIPT THEREOF AND FORWARD PROMPTLY TO MANAGER, REVENUE ACCOUNTING. STOCK SHALL BE ENTERED IN STOCK RECORD BOOK, AND ACCOUNT FOR TICKETS IN REGULAR MANNER.

107. TICKETS TO BE RECALLED SHALL NOT BE FORWARDED TO MANAGER, REVENUE ACCOUNTING DEPT. 324 UNTIL ADVISED IN WRITING BY MANAGER, REVENUE ACCOUNTING, SUPT. OF STATIONS, MANAGER, PASSENGER SERVICE BUREAU, OR MANAGER, INTERNAL AUDIT.

   UNUSED TICKETS ISSUED FOR SPECIAL MOVEMENTS EXCURSIONS ETC. FOR SPECIFIED DATES, SHOULD BE FORWARDED TO MANAGER, REVENUE ACCOUNTING IMMEDIATELY AFTER CLOSE OF SALE LISTING COMMENCING AND CLOSING NUMBERS OF EACH STOCK BEING RETURNED.

   NUMBERS OF RECALLED TICKETS, ETC., ARE TO BE VERIFIED AND LISTED ON A-D 6582, RECALL STATEMENT, ENTERING COMMENCING AND INCLUSIVE CLOSING NUMBERS.

   WHEN A-D 6582 IS RECEIVED RECALLING SPECIFIC NUMBERS OF TICKETS, AND THE STOCK ON HAND DOES NOT AGREE, ENTER ON A-D 6582, ABOVE MANAGER'S NUMBERS, THE NUMBERS OF TICKETS FORWARDED, WITH NOTATION AS TO AGENT'S RECORD OF THE TICKETS NOT FORWARDED.

   A-D. 6582, WITH THE TICKETS, ETC., SHALL BE FORWARD PROMPTLY TO THE MANAGER, REVENUE ACCOUNTING BY REGISTERED R.R.S. MAIL OR U.S. MAIL.

   ADVISE THE MANAGER, REVENUE ACCOUNTING OF ANY TICKETS, ETC., ON HAND FROM WHICH SALES ARE NOT ACTIVE.

108. TICKETS, ETC., MUST BE SOLD IN CONSECUTIVE NUMBER ORDER. THE NUMBER BEING SOLD SHALL BE COMPARED WITH THE NEXT NUMBER IN THE CASE. IF TICKETS ARE ISSUED OUT OF ORDER, PROPER ORDER SHALL BE RESUMED AS SOON AS DISCOVERED.

   TICKETS, ETC., SOLD OUT OF ORDER MUST BE REPORTED WHEN SOLD, WITH NOTATION, "OUT OF ORDER", AND NOTATION MADE IN STOCK RECORDS TO THAT REFERENCE CAN BE MADE ON REPORTS TO MANAGER, REVENUE ACCOUNTING WHEN PASSED IN SALE.

   TICKETS MADE UP IN ADVANCE OF SALE MUST BE REPORTED ON THE DATE MADE UP, AND THE AMOUNT REPORTED CARRIED AS AN UNSETTLED BILL UNTIL COLLECTION IS MADE.

   IN CASE ANY MISSING TICKETS OR OTHER IRREGULARITIES ARE DISCOVERED, THE MANAGER, REVENUE ACCOUNTING SHOULD BE ADVISED IMMEDIATELY.

   ALL TICKETS, BOTH INTERLINE AND LOCAL, ISSUED UP TO MIDNIGHT OF THE LAST DAY OF A MONTH, MUST BE INCLUDED IN THAT MONTH'S REPORT.

109. WHEN AN ERROR IN ISSUING A TICKET (WRONG DATE, DESTINATION, LIMIT, ETC.) IS DISCOVERED TOO LATE TO ADJUST, TELEPHONE OR TELEGRAPH THE INTERESTED TICKET RECEIVER AND ADVISE THE MANAGER, REVENUE ACCOUNTING.

110. OBTAIN SIGNATURE OF PURCHASER ON ALL TICKETS AND CERTIFICATES REQUIRING SIGNATURE.
111. Tickets issued in exchange for government transportation requests must be endorsed "government" on all coupons and the government order number noted on the agent's stub. Tickets issued in exchange for prepaid, state, municipal, steamship, airline and R.T.P.A. orders or R.T.C.A. cards must be endorsed accordingly.

112. Tickets shall be limited in accordance with passenger tariffs.

113. Agent's stubs of all tickets issued or spoiled, shall be forwarded to manager, revenue accounting with proper report, unless instructed otherwise.

114. When issuing book ticket, use ball point pen, write or print clearly and apply ample pressure so that all copies are legible. Last coupon must be verified as to legibility before ticket is released.

115. Agents equipped with ticketeer machine shall use printed matrices, when available, for issuing tickets. When it is necessary to use a blank matrix, care must be taken to see that each coupon and agent's stub is properly filled in.

116. For one-way or round-trip party tickets and all forms of tickets issued in connection therewith to cover a party with a baggage car, show the name of the party or organization on ticket stubs.

(A) Tickets are to be issued only on receipt of caretakers return order issued by a freight agent and showing all the information called for by the form.

117. When whole tickets are issued at reduced fares, each coupon, contract and stub shall be faced ½ or half, clergy, employe, charity, etc., in ink, being careful not to deface numbers or destination, and certificate or order attached. Local printed destination tickets must not be used for half, clergy, charity, etc.

Attach authority for emergency fares and reduced fare orders to the stubs; if not received, show fare construction on back of the stub and note "authority to follow." When authority is received forward it immediately to manager, revenue accounting, Dept. 350.

Local first class written destination tickets must not be reduced to coach class.

No ticket shall be faced or endorsed to increase its value.

118. Spoiled tickets must be faced spoiled on contract and each coupon.

119. Tickets, orders or authorities lifted in exchange shall be endorsed to show date and description of tickets issued and amount of cash collected. Authorities for the exchanges shall be attached to the lifted tickets.

120. When the amount of an order is less than the proper fare, the difference must be collected before issuing ticket, and amount of additional collection should be shown on reverse side of order.
122. Tickets and prepaid orders redeemed must be canceled immediately by stamping, or writing in ink, "Redeemed" across the face of contract and each ticket coupon or order. Seller redeeming or exchanging tickets shall stamp face of lifted ticket with his die impression.

123. Tickets, spoiled, redeemed, or exchanged must not be resold.

124. Forms P. D. 350 shall be prepared for all tickets (rail and pullman) issued without collection on authority of the Passenger Sales Department, and carried as an unsettled bill until settlement is made.

125. The manager, Revenue Accounting shall be advised by letter of any tickets reported lost or stolen after sale, giving a full description of the tickets, time and place of loss or theft, and any other information obtainable.

When requests are received that signature tickets be lifted, request to bulletin tickets A.D. 6196, filled out, dated and signed by the person who originally signed the contract of the missing ticket, or a legal representative, such as father, mother, guardian or attorney, shall be forwarded to the Manager, Revenue Accounting. If A.D. 6196 is not available, make a copy, viz:

A.D. 6196

THE PENNSYLVANIA RAILROAD COMPANY

MANAGER, REVENUE ACCOUNTING
15 NORTH 32ND STREET
PHILADELPHIA, PA. 19104

HAVING LOST MY TICKET NO. , PURCHASED FOR USE AT BETWEEN AND DATE, I HEREBY REQUEST YOU TO HAVE IT TAKEN UP BY YOUR CONDUCTORS, TICKET EXAMINERS OR COLLECTORS IF FOUND IN THE HANDS OF ANY PERSON. I FURTHER AGREE THAT I WILL NOT PRESENT THE TICKET FOR PASSAGE, IF RECOVERED BY ME, BUT WILL IMMEDIATELY FORWARD SAME TO YOU FOR ADJUSTMENT.

NAME
STREET
CITY AND STATE

AUTHORITY FOR LEGAL REPRESENTATION MUST BE STATED AND THE NAME OF THE ORIGINAL PURCHASER SHOULD BE SHOWN, FOLLOWED BY THE SIGNATURE OF THE REPRESENTATIVE, GIVING THE ADDRESSES OF BOTH.

WHEN THE ORIGINAL PURCHASER OR THE REPRESENTATIVE IS UNABLE TO WRITE OR SIGN THE FORM, THE AGENT MAY SIGN FOR SUCH PERSON, HAVING THE APPLICANT MAKE A MARK IN LIEU OF THE SIGNATURE - THUS: JOHN DOE, HIS MARK (X). SUCH A TRANSACTION SHOULD BE WITNESSED BY AT LEAST ONE RESPONSIBLE PERSON (OTHER THAN THE AGENT) WHO SHOULD SIGN AS A WITNESS.

THE AGENT SHOULD MAKE IT CLEAR TO THE APPLICANT THAT AFTER SIGNING THE REQUEST, THE TICKET, IF RECOVERED, MUST NOT BE PRESENTED FOR PASSAGE, BUT SHOULD BE SENT TO THE MANAGER, REVENUE ACCOUNTING FOR ADJUSTMENT.

NON-SIGNATURE TICKETS WILL NOT BE BULLETINED.
126. Tickets, etc., found by employees, or other persons shall be forwarded promptly to the manager, revenue accounting, dept. 323, unless they can be restored to the owner within four days, in which case receipt shall be taken and manager, revenue accounting advised.

When necessary to protect a passenger, notify the nearest ticket receiver.

127. Tickets, excess checks, etc., sold at amounts in excess of the tariff, are to be accounted for at amounts actually collected with explanatory notation.

When there is no question as to the correct charge, refund of the overcharge may be made to the passenger by the agent and proper receipt secured, which shall be attached to A.D. 4284 when credit is claimed.

If the refund would have to be made by mail, or if any doubt exists as to the correct charge, refer the case to the manager, revenue accounting, giving name and address of the purchaser, or state that name of purchaser is unknown.

Refund must not be made after case has been referred to manager, revenue accounting and name of purchaser furnished.

TICKET DATERS, TICKETEER EQUIPMENT AND DATING OF TICKETS, ETC.

128. All tickets other than ticketeer tickets and other transportation forms issued must bear a clear and legible impression of ticket dater on contracts, coupons, auditor's and agent's stubs. Ticketeer tickets are to be dated by ticketeer machine.

129. Tickets must not be redated nor altered. If dated but not sold at time prepared, or if improperly prepared, treat as spoiled.

130. Ticket daters shall be kept clean in good working order, and supplied with ribbons making legible impressions.

Care must be exercised to make certain all tickets are correctly dated.

131. At joint agencies, unless specially authorized, do not use P.R.R. ticket daters to date foreign carrier's tickets, nor foreign carrier's daters to date tickets of this company's issue. Pullman company's issue may be dated with railroad dater, if not furnished with pullman company's dater.

132. If ticket dater needs repairs, advise the manager, revenue accounting, dept. 323 stating kind of dater and nature of defect, and another will be sent.

In case a dater cannot be used, obtain an extra service dater from the nearest ticket receiver and advise the manager, revenue accounting. When dater is received from the manager, revenue accounting, return the extra service dater to the ticket receiver.

Daters should be carefully packed for shipments to avoid possible damage.

When necessary to sell tickets before relief dater can be obtained, write or stamp date on back of ticket, adding name of station, and in case of interline tickets, advise the manager, revenue accounting.

When using extra service dater on interline tickets, write or stamp name of station alongside impressions of dater.

If ticketeer machine fails to function properly, advise the local office of Burroughs Corp. If breakdowns are frequent or repairs are not satisfactory, advise the manager, revenue accounting in writing giving history of failures, and forward to dept. 358.

133. If punches become dull or otherwise unserviceable, advise the manager, revenue accounting, dept. 323.
134. After 60 days, delivering agent shall forward to the manager, revenue accounting both portions of excess baggage checks and all free baggage checks received.

135. Prepare a record of all C.O.D. baggage when received, showing point of origin, C.O.D. number of original check, if any, and amount of C.O.D. An inventory of baggage shall be taken daily to determine that all unsettled C.O.D. shipments are on hand.

136. Invoices and reports requiring signature must be signed with ink or indelible pencil. Assistants or substitutes authorized to sign for agent should affix agent's name per their own.

137. Passenger or miscellaneous reports, with all enclosures, should be securely wrapped, or placed in P.R.R. service envelope, with name of station stamped in upper left corner and forwarded direct to manager, revenue accounting, using registered R.R.S. or U.S. mail when accompanied by valuable enclosures.

138. All letters from manager, revenue accounting relative to errors must be given prompt attention, necessary corrections made in agency records, and filed for reference.

139. When passengers desire to pay fare for passage made without ticket and present form A.D. 6009, letter or bill, agent shall prepare receipt in triplicate, furnish passenger with the original, one copy is to be attached to form A.D. 6009, letter or bill and forwarded immediately to office of manager, revenue accounting, file 324 or file number shown on letter or bill and one copy retained for office record. These amounts shall be reported on local ticket report under the number of the form A.D. 6009, file number shown on letter or bill number for which collection was made, insuring passengers name and address appears on form A.D. 6009.

It is important that the receipt and form A.D. 6009, letter or bill be forwarded promptly to manager, revenue accounting to prevent any embarrassment to the company by subsequent or unnecessary billing.

140. Requests for a matrix never before stocked shall be made through manager, revenue accounting. Request shall include from station, destination station, o.w. or R.T., class, limit, route, fare and the number of matrices required. Agents shall analyze blank sales from time to time and order new matrix to cover points of frequent sales.

141. When a matrix is already stocked and additional matrices are required, advise the Burroughs Corporation direct of the order number and code of the original matrix and the number of additional matrices desired.
142. Changes in price line and accounting plates due to a fare change are to be ordered by agent direct from Burroughs Corporation on Burrough Form 2004. A copy of the order shall be sent to the manager, Revenue Accounting. When fare change involves an interline multiple matrix the adjustment shall be made on the accounting plate of the last matrix. No matrix changes, other than those involving a fare change, shall be made without first referring the change to the manager, Revenue Accounting.

143. A new matrix and any modification made to a matrix must be machine tested and verified testing as to accuracy before placed in service. Errors detected because of failure by Burroughs Corp. matrices to comply with order must be referred to Burroughs for correction. If order was in error an amended order shall be issued by manager, Revenue Accounting, upon advise from ticket agent to cover adjustment.

144. All matrices which are permanently taken out of service shall be forwarded to the manager, Revenue Accounting. A letter of transmittal shall be prepared and sent under separate cover to Dept. 358 listing code, order number and number of matrices sent. Counters shall be removed by agent and retained. Matrices being returned shall be forwarded to manager, Revenue Accounting Dept. 324.

U. S. Government Transportation Request

145. Local, parlor car, prepaid orders and Pullman tickets issued in exchange for United States Government Transportation Request shall be reported with value and interline tickets, and interline parlor car will be reported without value.

146. U. S. Government Transportation Requests must not be bent, stapled, pinned or mutilated in any way. Each U. S. Government Transportation Request is to be examined before acceptance to see that it contains the signature of the issuing officer, the signature of the traveler and that the request has not expired.

147. When Transportation Request calls for an accommodation lower than accommodation actually available and furnished, have holder of Transportation Request sign on the reverse side indicating "lowest cost accommodations available furnished." Also, indicate on reverse side the space actually provided. If transportation called for by the Transportation Request is available and holder desires transportation of greater value collect from holder difference between transportation covered by Transportation Request and transportation furnished.

148. Enter in space provided on Transportation Request the forms and numbers of tickets issued and insert opposite there to under "Agent's Value" in the "Transportation" column, the value of local, parlor car, extra fares and excess baggage, transfer, reserved coach seat charges. In the "Accommodation" column under "Agent's Value" insert Pullman charges. Agent must show ticket date impression on back of Transportation Request, in space provided.

When Transportation Request calls for accommodations only (Pullman or Parlor Car), record on reverse side of Transportation Request first class ticket form and number, Post Office Commission, or other Transportation Request utilized in securing first class transportation.

149. Agent shall prepare Form 93.1399 "Report of Transportation Requests" in triplicate for reporting and claiming credit for Transportation Requests honored. Prepare separate reports for local and interline. List Pullman tickets issued in connection with local rail tickets on "local 93.1399," and Pullman tickets issued in connection with interline rail tickets on "interline 93.1399." Attach Transportation Request and agent's stub for interline tickets (do not staple) to original copy of report and forward to manager, Revenue Accounting, forward duplicate copy to Pullman Auditor as credit to Pullman report and retain triplicate copy for station record.
U.S. GOVERNMENT TRANSPORTATION REQUEST (CONT.)

149. CONT. EXCEPTION: MOVEMENTS INVOLVING MAINS, QUOTATIONS OR ACCOMMODATION AUTHORITIES, PREPARE FORM 93.1999 IN QUADRUPLE, FORWARDING ORIGINAL AND DUPLICATE COPIES TO MANAGER, REVENUE ACCOUNTING, TRIPlicate TO PULLMAN AUDITOR AND RETAIN QUADRUPLE FOR STATION RECORD.

WHEN TRANSPORTATION REQUEST CALLS FOR RAIL ONLY, LOCAL OR INTERLINE, AGENT SHALL PREPARE IN DUPLICATE AND CLAIM CREDIT ON FORM A.D. 4399. FORWARD ORIGINAL WITH T/R'S TO MANAGER, REVENUE ACCOUNTING, RETAIN DUPLICATE FOR STATION RECORD.

150. ACCOMMODATION AUTHORITIES ISSUED IN ACCORDANCE WITH PULLMAN COMPANY INSTRUCTIONS SHALL ACCOMMODATION BE REPORTED, BY AGENTS SUPPLIED WITH PULLMAN TICKET STOCK, ON FORM 93.1999. AGENTS NOT SUPPLIED WITH PULLMAN STOCK WILL REPORT ACCOMMODATION AUTHORITIES ON A.D. 4399.

RAIL TRAVEL CREDIT CARDS

151. WHEN RAIL TRAVEL CARDS ARE HONORED FOR TICKETS OR BAGGAGE CHARGES, AGENT SHALL PREPARE, IN PRESENCE OF CARDHOLDER, RAIL TRAVEL RECEIPT FORM RC 1. CARE MUST BE EXERCISED TO ENSURE THAT ACCOUNT NUMBER AND NAME OF SUBSCRIBER ARE SHOWN ON RC 1 EXACTLY AS IT APPEARS ON RAIL TRAVEL CARD. PLACE SUFFIX CODE LETTER AFTER THE ACCOUNT NUMBER WHICH WILL REPRESENT THE FIRST LETTER IN THE SUBSCRIBER'S NAME AS IT APPEARS ON THE CREDIT CARD IIGNORING THE WORD "THE" IN FIRST NAMES AND TITLES, SUCH AS MR., MRS., DR., REV., CAPT., ETC. EXAMPLES:

<table>
<thead>
<tr>
<th>NAME</th>
<th>ACCOUNT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Thomas Doe</td>
<td>14629-J</td>
</tr>
<tr>
<td>Robert J. Smith</td>
<td>14639-R</td>
</tr>
<tr>
<td>The Robert Hay Co.</td>
<td>13529-R</td>
</tr>
<tr>
<td>The A &amp; C Corporation</td>
<td>13845-A</td>
</tr>
<tr>
<td>Dr. Joseph Smith</td>
<td>12355-J</td>
</tr>
</tbody>
</table>

ORIGINAL COPY OF RC 1 SHALL BE RETAINED BY AGENT, SECOND COPY IS TO BE GIVEN TO CARD HOLDER AND THIRD COPY (THE IBM CARD) SHALL BE FORWARDED TO THE MANAGER, REVENUE ACCOUNTING WITH FORM AD 4855. THE THIRD (IBM CARD) COPY MUST NOT BE BENT, STAPLED, PINNED OR NUTILATED IN ANY WAY. REFERENCE SHOULD BE MADE TO JOINT CIRCULAR S-36 DATED APRIL 3, 1968 PAR. 7 ALLOWING A MESSAGER TO PICK UP TICKETS ISSUED ON RAIL TRAVEL CREDIT CARDS.

152. WHEN RAIL TRAVEL ORDER FORM RC 20 IS PRESENTED, PREPARE RC 1 ENTERING ALL INFORMATION REQUIRED ON RC 1 BEING SURE TO ENTER ON RC 1, IN THE BLOCK PROVIDED, THE RAIL TRAVEL ORDER NUMBER. THE ORIGINAL COPY OF RC 20 SHALL BE RETAINED BY AGENT, SECOND COPY IS TO BE GIVEN TO CUSTOMER AND THIRD COPY ALONG WITH RC 1 SHALL BE FORWARDED TO THE MANAGER, REVENUE ACCOUNTING WITH FORM AD 4855.

ENDORSE RTC AND THE ACCOUNT NO. ON ALL COUPONS AND AGENTS STUBS OF TICKETS ISSUED, IF TICKETEE TICKET IS ISSUED USE DP SYMBOL ON MACHINE TO INDICATE RAIL TRAVEL CREDIT SALE.

153. LIST RAIL TRAVEL RECEIPTS (RC 1) BY ACCOUNT NUMBER AND AMOUNT ON CREDIT REPORT FORM AD 4855. FORWARD AD 4855 WITH THIRD COPY OF RC 1 (IBM CARD) AND RC 20 IN A SEPARATE ENVELOPE TO MANAGER, REVENUE ACCOUNTING, DEPARTMENT 376, DAILY FOR DAILY REPORTING STATIONS AND PERIODICALLY FOR PERIOD REPORTING STATIONS.

154. TICKETS ENDORSED R.T.C. MUST NOT BE REDEEMED BY AGENT. WHEN TICKETS SO ENDORSED ARE PRESENTED FOR REFUND, AGENT SHALL PREPARE, IN DUPLICATE, RECEIPT FORM AD 4854. THE ORIGINAL OF THE RECEIPT SHOULD BE GIVEN TO PATRON AND THE COPY WITH TICKETS ATTACHED SHALL BE FORWARDED DAILY TO MANAGER, REVENUE ACCOUNTING, DEPT. 376. PULLMAN TICKETS MUST BE ENDORSED STATING THAT RESERVATIONS HAVE BEEN CANCELLED IN ACCORDANCE WITH TARIFF REGULATIONS OR OTHER CIRCUMSTANCES WHICH WOULD MAKE REDEMPTION PROPER.

155. EMPLOYEE TRANSPORTATION ORDERS (EO-1) SHALL NOT BE HONORED FOR PULLMAN, AIR, STEAMSHIP OR BUS TICKETS. PENNSYLVANIA RR ORDERS ARE NOT TO BE HONORED FOR TRANSPORTATION OVER THE PRR.

EMPLOYEE TRANSPORTATION ORDER
INTERLINE TICKET SALES AND MISCELLANEOUS CHARGEABLE

900. (A) Form A.D. 4388, Report of Interline Passenger, and Baggage Chargeable, is a combined report for use at other than stations equipped with Ticketeer Machines, and shall be prepared as hereinafter instructed.

INCLUDE THE FOLLOWING ITEMS:

- Interline Tickets
- Prepaid Orders Sold
- Tour Feature Tickets, Whether Sold in Connection with Local or Interline Tickets
- Transfer Checks
- Special Delivery Checks
- Pullman Per Diem and Commissary Charges, and All Charges to be Collected to Cover Either Local or Interline Movements of Pullman or Privately Owned Cars which should be reported Immediately Upon Advice of Their Accrual, giving Name of Party, Name of Car, Destination, etc.
- Guarantee Deposits for Interline and Local Special Train or Car Movements
- Amounts Deposited for Pullman Tickets
- Amounts Deposited to Cover Interline and Local Movements of Special Baggage Cars, giving Full Information as to Movements.
- Interline and Local Excess Baggage Checks Issued Interline, Local and Foreign Carriers' C.O.D. Checks Received.
- Interline and Local C.O.D. Checks Issued Interline and Local Switching Charges
- Parking Charges and Sanitation Charges in Connection with Interline and Local Movements,
- Garnishments and Other Fees, Giving Names of Parties Involved (Exclusive Passenger and Baggage Agents Only)
- Pullman Redemption Service Charge

Total of Redemption Service Charges Collected for the Period Covered by the Report shall be reported on A.D. 4388 as "Redemption Service Charge," and must agree with Amount of RSC Shown on A.D. 4285.

(B) Form A.D. 4388 shall be prepared four (4) times each month, unless otherwise authorized, covering Interline Passenger and Miscellaneous Chargeable from 1st to 7th, 8th to 15th, 16th to 23rd, and 24th to End of Month Respectively, and forwarded immediately to Manager, Revenue Accounting Dept. 350. Each Form must be stamped to show Station Number and Name, Plainly Indicate the Period Covered and Number Reports Consecutively, Commencing with Number One (1) on the First Sheet of Report Each Month.
A.D. 206

INTERLINE TICKET SALES AND MISCELLANEOUS CHARGEABLE - (CONT.)

300 (b) Form and number of each ticket, and the amount collected, shall be listed and the stubs forwarded with the report.

(C) Amount of each stub and check shall be listed in numerical form order and each form in consecutive ticket number order as shown below.

- Ticket Forms
- PPD
- Redemption Service Charge (Interline & Pullman)
- Baggage Checks

When more than one form is used in making a complete ticket, fasten the stubs of such forms together with each underlying stub extended enough to expose the form and number of each stub, showing total amount collected on first stub. Report entire transaction on AD 4388 under ticket number of first stub.

(D) When an amount is added to cover error in previous report, original copy of correction letter shall be attached.

(E) Each class of business (Passenger, and baggage) is to be totaled separately and carried to summary at bottom of Form A.D. 4388.

(F) Spoiled tickets shall be listed in regular order on A.D. 4388, and "Void" shown in the amount column. Unused contracts and coupons must be attached to stubs and forwarded with report.

301. For report covering interline sales through Ticketeer machine see paragraph 400.

302. All interline tickets, interline and local baggage checks, transfer checks, etc., issued in exchange for prepaid orders, or for tickets sold at other agencies, shall be listed on interline report with value. When exchanged for a ticket issued by another agency or road, stub must be endorsed on back to show issuing road, station, form and number of ticket lifted.

303. All tickets sold for use at a future date must be stamped to show both date of issue and date of intended use.

304. When a P.R.R. ticket is issued in error for a trip on another carrier's line, report the ticket, whether local or interline, with value, on interline report. Interline tickets issued for local transportation shall be accounted for as interline.

305. When an agent not supplied with Pullman tickets collects an amount for Pullman accommodations, he shall immediately prepare a letter of request to a convenient ticket agency for the Pullman ticket and report the amount collected on interline report, attaching a copy of his letter.

Agent furnishing the Pullman ticket will claim credit on A.D. 4284, attaching copy of letter.

Should reservation be cancelled, agent making the refund shall return the ticket to the agent from whom received, taking credit on A.D. 4284 with proper notation.
305. The agent who originally issued the ticket shall take credit in his Pullman account, and report corresponding charge on interline report, attaching memorandum.

306. When deposits to guarantee the earnings of special trains, local or interline, are received, the manager, revenue accounting shall be immediately advised by letter, giving name and address of depositor, amount, date and points between which train will move. Amount must be listed promptly on interline report, to which copy of letter must be attached.

If any tickets are issued and value is to be applied against a deposit, such tickets shall be reported in the usual manner, and credit claimed by listing on A.D. 4284, giving reference to interline report on which original deposit was reported. Such tickets must not be redeemed by agent, and no portion of deposit shall be refunded until authorized by the manager, revenue accounting.

307. Deposits received by agents for tickets, or tickets and cash, to be furnished by other agents, shall be handled as follows:

Agents receiving the deposit will immediately issue a prepaid order for full amount of deposit and report on interline report.

When arrangements are made direct with another P.R.R. agent for delivery of a ticket, the agent receiving the deposit shall face the prepaid order issued “Ticket furnished by agent at ............” and send direct to manager, revenue accounting. Agent furnishing the ticket shall endorse the telegram, or copy of phone message received, or P.D. 809 to show description of the ticket furnished, and attach to A.D. 4284 on which credit is claimed.

When tickets are furnished by another Pennsylvania Railroad agent by use of P.D. 358, the prepaid order shall be sent to the manager, revenue accounting with memo, or P.D. 809 attached giving reference to the number of P.D. 358. If the ticket is furnished by agent of another carrier, the prepaid order shall be sent to the passenger sales representative who arranged for delivery.

If ticket is not furnished and deposit is refunded the prepaid order shall be treated as “reredeemed” and attached, with a P.D. 25, purchaser’s statement, to the A.D. 4285 on which credit is claimed.

When an over-deposit has been made on a prepaid order, the prepaid order shall be treated as “redeemed”, a new order issued and reported for the correct amount, the difference refunded to the depositor, and receipt obtained.

308. When order to deliver tickets is received from a passenger sales representative, form P.D. 358 should be filled out showing full description of tickets furnished. Give the copy to passenger sales representative from whom order was received, attach one to form A.D. 4284 on which credit is taken, and retain one in agency file.

310. For commissions on sightseeing, National Parks and other tours, instructions are published in Circular No. S-35.

311. Form number, check number, and amount collected on both interline and local baggage checks issued, and C.O.D. checks received, shall be listed on A.D. 4388 in baggage column. C.O.D. checks issued are to be listed without value. Forward all stubs with the report.
(CONT'D) Excess check issued to cover emergency shipment and agent's stub must be noted
"Emergency Shipment".
C.O.D. check issued to forward baggage received under a C.O.D. check shall be
noted to show issuing carrier, number of original check and amount of charges. The de-
tached C.O.D. check is to be noted, reformatted to ....... under C.O.D. No.,............
and attached to stub of check issued.

312. Remains escort tickets and excess baggage checks issued in exchange for remains
tickets, shall be endorsed as required by the tariff. Excess baggage checks must be noted
to show the issuing road, form and number of both remains tickets and remains escort tickets.
The lifted remains tickets shall be attached to and forwarded with the stubs of excess bag-
gage checks to the manager, Revenue Accounting.

If remains are shipped on two tickets account of not being escorted, endorse check
"No Escort", and show form and number of each passenger ticket. The lifted passenger
ticket or tickets must be attached to stub of excess baggage check.

The excess baggage check shall be reported without value except when remains and
case weigh over 500 pounds. The amount collected covering excess weight is to be entered
on A.D. 4388.

When transfer of remains is required en route the remains shall be checked only
to the junction point, and only the coupons of the remains ticket to the junction point
is to be lifted.

A trip pass honored for transportation of remains shall be lifted and handled
in the same manner as a ticket.

313. Excess baggage checks issued on written authority of Passenger Sales Department
to cover baggage car movement without collection of charges, shall be reported with
value on A.D. 4388. Credit is to be obtained by listing the amount on A.D. 4284, giving
check numbers and attaching authority.

Checks for baggage cars furnished "Free" under the tariff shall be reported
without value on A.D. 4388.

314. When transfer charges cannot be collected at forwarding point, baggage must
be forwarded under a C.O.D. Check to cover value of transfer tag (attached to the
baggage as a hanger). Transfer tag shall be accounted for with value on A.D. 4388,
and credit claimed on A.D. 4284, giving C.O.D. check number.

315. When unclaimed C.O.D. baggage is forwarded to the manager, Passenger Service
Bureau all information on the C.O.D. check shall be abstracted to a memo, noted "Forwarded
To Manager Passenger Service Bureau as Unclaimed", and attached to the A.D. 4388. C.O.D.
check must be left attached to the baggage.

Report of all C.O.D. baggage on hand showing check number, issuing road and
point of origin, shall be forwarded to Manager, Revenue Accounting at close of each
month.

316. All special delivery and transfer checks must be listed on A.D. 4388 in the
"Baggage' column. Memo stubs shall be prepared for all checks not provided with stubs.
All stubs, including free transfer and memo, are to be forwarded with A.D. 4388.

317. Spoiled excess baggage, C.O.D., transfer and special delivery checks must be
faced "spoiled" and forwarded in numerical order with other checks accompanying reports.
INTERLINE TICKET SALES AND MISCELLANEOUS CHARGEABLE - (CONT.)

318. For military impedimenta, forwarding agents will not show any amount on checks, but attach two copies of government bill of lading to stub and forward to manager, revenue accounting.

Receiving agent shall lift accomplished original government bill of lading and C.O.D. check and forward to manager, revenue accounting.

319. List on A.D. 4285 forms and numbers of all interline redeemed tickets, and all interline and foreign road tickets lifted in exchange for interline or local tickets, also local tickets lifted in exchange for interline tickets, showing the amount of each credit in "redeemed" or "exchanged" column. Attach the lifted tickets and P.D. 25's covering redeemed tickets.

The combined total of amount columns on A.D. 4285 must be shown in space provided and deducted from the total of the summary of interline business as shown on Form A.D. 4384. When net total results in a credit, note the amount "credit due".

Forward A.D. 4285 and attachments to manager, revenue accounting with A.D. 4388. Copy to be retained as agency record.

On redeemed tickets on which a service charge has been assessed, credit shall be claimed for the full redemption value of the ticket. The amount of the service charge collected must be listed in appropriate column on the form. Total the service charges listed and add to interline report.

320. All interline credits not previously provided for shall be listed on A.D. 4284, furnishing information required by the form with amounts in proper columns. Orders and authorities must be attached to A.D. 4284.

When credit is authorized by the manager, revenue accounting, give full reference to file number and date of authority and attach a copy of authority to A.D. 4284 on which credit is claimed.

Credit not covered by printed headings shall be listed in column headed "all other orders honored and miscellaneous."

The combined total of all columns on A.D. 4284 must be shown in space provided and forwarded with all attachments to the manager, revenue accounting retaining copy as agency record.

LOCAL AND INTERLINE TICKET SALES - TICKETEER

400. Form A.D. 6328, "daily report of ticket sales", shall be prepared for each tour of duty, by each seller using ticketeer machine to issue tickets. An opening machine reading must be made on AD 6328 at the beginning of each tour and a closing reading made at the end of each tour. Opening reading shall be deducted from closing reading to develop machine total of printed sales.

Deduct from these figures spoiled printed tickets and add blank sales.

Opening and closing numbers on AD 6328 shall be checked to insure that all tickets have been accounted for.

All coupons of spoiled tickets shall be endorsed "spoiled" and forwarded to manager, revenue accounting with report.

All spoiled ticketeer tickets shall be listed on AD 6328 in space provided and totaled. spoiled ticketeer tickets

Totals of spoiled printed tickets shall be deducted from proper machine totals.

All redeemed and exchanged tickets or orders for which transportation was issued in lieu of cash shall be recorded on reverse (credit) side of A.D. 6328, listing all ticket forms and numbers, description of orders and order numbers, and amount of credit claimed.

List blank ticketeer tickets, book tickets, prepaid orders, travelers insurance, redemption service charges and money left at window on AD 6328-a under proper headings and total. enter totals on A.D. 6328.

A.D. 6328 - Daily report of ticket sales

A.D. 6328-a Daily list of blank ticket sales
400 (cont'd)

Enter on original of each journal tape the amount of interline printed sales and forward to manager, revenue accounting with AD 6328. Copy of journal tape shall be captured within the ticketeer machine and removed only by agent or designated supervisor. A machine reading shall be made on AD 6328 before and after each test run, and when a new machine is received or a machine is removed from agency. All tickets produced during test must be voided and forwarded to manager, revenue accounting together with corresponding journal tape and AD 6328.

A reading shall be made each day from any machine which was not used and forwarded to manager, revenue accounting, dept. 350 with all tours. Pullman tickets issued at stations equipped with ticketeer machines will be reported as interline sales. Credit for pullman tickets cancelled shall be obtained by listing cancelled tickets on pullman form 93,212 prepared in triplicate. Original and one copy of 93,212, with cancelled tickets, attached, shall be forwarded to the manager, revenue accounting daily. Total of 93,212 shall be entered daily on AD 1450 and monthly total shall be deducted from total of interline sales.

401. Counter readings shall be made and recorded on counter reports at the end of every month. Counter reports shall be extended and forwarded to manager, revenue accounting.

Local ticket sales - monthly report

500. Agents shall fill in all headings on the first page of A.D. 6264 MB; for subsequent pages, station stamp may be used. Each page must be numbered consecutively in space provided, commencing with number one (1) each month. All tickets sold during a month must be reported in that month.

Closing numbers shall be progressive, except when a stock is closed out, the closing number must be noted "inc."

When no sales are made during a month, A.D. 6264 MB shall be forwarded, noted "no sales", showing commencing numbers of all stocks.

501. When agency is equipped with individual stocks of tickets designated as "A", "B", etc., render a separate report for each unit and include all forms of local tickets.

When sales are made from an inactive unit, note on A.D. 6264 MB month and year previous sales were reported.

A.D. 6264 MB for all units must be prepared for December of each year, whether or not sales were made.

502. List each class of tickets separately in following order:

- Coach = Printed One Way
- " = " Round Trip
- Commutation = Printed
- Commutation = Blank
- First Class = Printed One Way
- " = " Round Trip
- Blank = Coach and First Class

Commutation tickets shall be grouped as to kind of ticket, such as 10 trip, 24 trip, weekly, monthly, employee, etc.

503. The destinations of printed forms of tickets shall be listed in station order, as shown in local tariffs, first for the home division, followed by adjacent divisions, maintaining the same order of stations monthly. Spoiled printed tickets shall be listed under remarks showing ticket number, value of spoiled tickets shall be deducted from appropriate total.

504. Report blank tickets by form and each form in ticket number order on reverse side of AD 6264 MB showing the amount of the ticket under heading interstate or intrastate as the case may be.
PASSenger Accounting

Local Ticket Sales - Monthly Report - (Cont.)

504. (CONT'D)

Total each blank form and enter on front of report showing form number, commencing and closing number and number of tickets issued. Spoiled blank tickets shall be listed in numeric sequence with notation "VOID" in the amount column. Agent's stubs for blank tickets are to be forwarded to the manager, revenue accounting, with report.

505. The commencing and closing numbers of tickets recalled shall be listed in Remarks Column. Tickets issued with notation, "Recalled-Forwarded (Date)............", are recalled.

506. Tickets sold out of order and not reached at the close of the month shall be listed with notation "Sold Out of Order"? When passed in sale, make notation "Nos.............
   To................Inc. Sold Out of Order in (Month and Year)".

507. When tickets are endorsed for special movements, name of party or organization should be shown, on both the ticket and agent's stub.

508. For report covering local sales through Ticketeer machine see Par. 400.

509. Report remains and remains escort tickets in regular manner. Tickets must be faced "remains" or "remains escort" as the case may be.

514. Local tickets issued for interline transportation shall be accounted for as interline, with notation on local report "See Interline Report (Date)............."

515. Credit for local tickets redeemed or exchanged for local tickets shall be obtained by listing lifted tickets on A.D. 6358, report of passenger credits local, parlor car, sleeping car.

Credit for local tickets issued in exchange for interline tickets, government or other orders must be obtained on credit forms A.D. 4284, A.D. 4285, 93.1399, or A.D. 4399.

On redeemed tickets on which a service charge has been assessed, credit should be claimed for the full redemption value of the ticket. List on the form the amount of service charge assessed on each ticket. Total the service charges listed and add to local sales on face of A.D. 6264 MB.

516. Total each page, carry total to last page and prepare summary:

   SUMMARY OF REPORT
   Total Page 1
   " " 2
   ETC.
   Add Dr. Errors
   Add Redemption Service Charges
   Deduct Cr. AD 6358
   Deduct Cr. Error
   Add Sellers' Overs
   Net Local Sales
   Parlor Car
   Deduct Cr. AD 6358
   Net Parlor Car Sales

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517. A.O. 6264 MB must be forwarded to Dept. 322 immediately after the close of the month, with enclosures as follows:

Spoiled Tickets
Auditor's Checks or stubs of blank ticket forms
Identification slips and agent's coupons of clergy and charity certificates
Authorities for reduced and emergency fares attached to agent's stubs
Certificates for 46-trip tickets
A.O. 6358 with exchanged and redeemed tickets and forms P.D. 25

570. (A) Parlor car ticket sales shall be listed on local ticket report separate and apart from local sales. Separate totals shall be developed for parlor car sales and reported as a separate item on A.O. 1309.

(B) Credit for parlor car tickets redeemed or exchanged shall be obtained by listing tickets on AD 6358. Total amount of redeemed or exchanged tickets shall be deducted from total parlor car sales.

Local Miscellaneous Receipts - Monthly Report

800. Agents should prepare A.O. 6382-A to cover receipts from the following: storage, package baggage service charge and excess value stamps, parcel and claim checks, drinking cups, sanitary napkins and all other vending, weighing or amusement machines, towels, pay toilets, parcel lockers, parking meters, travelers insurance, playing cards, telephone commissions, conductors' and dining car stewards' deposits, R.C. 4 - red cap tags, milk and cream shipments and company material revenue checks. Items not covered by printed headings should be reported on blank lines.

Commencing numbers or count of all stocks must be shown. The closing numbers or count should be shown only for stocks from which sales have been made.

If no sales are made during a month, A.O. 6382-A should be prepared and noted "No Sales", showing commencing number or count of all stocks.

A.O. 6382-A should be forwarded with enclosures, immediately after the close of each month to the manager, revenue accounting, dept. 322.

801. The actual amount of cash collected or removed from these machines should be reported in the totals column on A.O. 6382-A, and if it does not agree with the value of the number disposed of, make explanatory notation.

Delivery receipts for laundered towels should be forwarded with A.O. 6382-A, making notation to cover any lost or stolen.

The superintendent stations, should be advised promptly of any machines out of order.

For new keys to replace any lost or broken, make request on the manager, revenue accounting, or vending company showing kind and number of machine and serial letter.

802. The actual amount of cash removed from the machine, lockers, etc. should be reported on A.O. 6382-A. List gross receipts and commissions when allowed, in proper columns and the net amount in totals column.
Local Miscellaneous Receipts - Monthly Report (Cont.)

802. (Cont.) Keep record of amounts removed daily from each parcel locker, pay toilet and vending machine; if the amounts do not agree with register readings or with the value of stock disposed of, note reports to owning companies:

- Report collections for lost locker keys as a separate item on A.D. 6382-A.
- Advise owning company promptly of any machine, locker or lock out of order; also note report to that company.

Reports should be made to owning companies on forms provided and be attached to A.D. 6382-A.

803. Collections for overtime storage on parcels removed from lockers, covered by locker company's parcel checks, should be included with other locker receipts and reported on A.D. 6382-A.

804. Slugs, tokens, spurious or foreign coins removed from vending, drinking cup or other machines, lockers or pay toilets, should be forwarded with A.D. 6382-A.

805. Checks, or stamps, unfit for use should be treated as spoiled and forwarded with A.D. 6382-A.

806. Agents selling Travelers Insurance Company's insurance should prepare reports required by the insurance company, using prescribed forms, and forward reports and stubs with A.D. 6382-A. In case of no sales, mark an insurance company envelope "No Sales" and forward with A.D. 6382-A.

Report the insurance sales for the month on A.D. 6382-A, showing gross sales, agent's commission, and net amount in spaces provided.

807. When name of the station is not shown on parcel checks when received, stamp it on both portions immediately.

Parcel checks when issued should be filled out with stamp or pen and ink, showing clearly on both portions of the check date and hour article is received. When delivery is made, the time delivered should be shown on string portion of the check. Match string portion with the duplicate portion, arrange in numerical order, band separately, and forward to the manager, revenue accounting.

808. A.D. 6370, daily report of parcel room checks, should be prepared according to the headings on the form and forwarded daily, unless otherwise instructed by manager, revenue accounting.

The total charge for the month should be shown in space provided on A.D. 6382-A.

809. When unclaimed parcels are forwarded to the manager, passenger service bureau, send a memo to the manager, revenue accounting, properly noted, showing check number and date forwarded.

Leave checks attached to parcels.

810. Storage stamps should be issued for storage of baggage and for additional storage on parcels as specified in the tariff.

For storage on baggage, attach storage stamps for amount charged to the back of P.D. 1050, storage tag, which should be cancelled with ink or B punch, and tag given to passenger.

For overtime storage on parcels, attach storage stamps for the amount charged to the back of parcel check, and cancel with ink or B punch.
811. Package or Excess Value Stamps, when issued, should be cancelled by writing or stamping name of station across the stamp. All detached checks bearing Excess Value stamps should be forwarded to the Manager, Revenue Accounting.

812. A.D. 6253 and the duplicate copy must be furnished conductors and Dining Car Stewards for cash deposits. The triplicate copies should be forwarded with a list of the amounts attached to A.D. 6382-A, on which deposits are reported.

813. Tags R.C. 4 and 5 should be issued in consecutive order from stocks furnished for each Red Cap, and receipt obtained for the Red Caps in spaces provided on A.D. 6269 receipt.

Cash received from Red Caps should also be receipted for on A.D. 6269.

The daily total of amounts received should be carried to debit side of A.D. 1450.

Use a blank column and insert heading Red Caps.

At the close of the month, Summary A.D. 6378-B should be prepared in duplicate, showing amount of money collected on basis of tariff charges, which must balance with total of A.D. 1450, and should be reported on A.D. 6382-A, attaching A.D. 6378-B.

814. Agents must not accept consignments of new or additional publications until authorized by Manager, Passenger Service Bureau. In the absence of authority, charges must be paid prior to forwarding.

When charges are prepaid, report the amount on A.D. 6382-A.

815. Agent or an authorized representative should be present when money is removed from Automatic Telephone boxes.

Prepare A.D. 4353, Statement of Telephone Collections, showing Telephone number and amount removed; if more than one telephone, show number and amount for each separately.

When agents are authorized to accept Railroad Company's commissions, the amount should be reported on A.D. 6382-A, and noted on A.D. 4353. A.D. 4353 must be signed by agent and Telephone Representative and forwarded with A.D. 6382-A.

816. P.D. 1103, Company Material Revenue Checks, must be used when shipping company material in passenger train service over any line of the Pennsylvania System, other than the line owning the material. Show on both portions of the P.D. 1103 all information called for.

For shipments to the Washington Terminal Co., the P.D. 1103 must also show that company's requisition number under name of consignee.

Forwarding agents should list Forms P.D. 1103 on back of A.D. 6382-A, showing weight and all other detail, attaching the duplicate of the form.

Agents receiving company material should not make any note of checks on A.D. 6382-A.

P.D. 1102, Non-Revenue Checks, should not be listed on A.D. 6382-A.

817. Baggage Service Stamp must be affixed to Passenger's duplicate of each check for which charge is applicable. Stamp must be cancelled at time of issue, and number recorded on declaration of value executed by passenger. Valuation Slip must be prepared for pass riders who decline to declare valuation. In instances where service charge is not assessed account of government, etc.; notation must be made on valuation Slip indicating reason for not assessing service charge, as well as the initials of the issuing road, agency, and form and number of Railroad ticket presented.

818. Pay Telephone

819. Company Material Checks

820. Report of Shipments of Newspapers

For the name of the officer or agent to whom the report is to be sent.

821. Local Miscellaneous Receipts - Monthly Report (Cont.)
A.D. 206

PASSENGER ACCOUNTING

LOCAL MISCELLANEOUS RECEIPTS - MONTHLY REPORT (CONT.)

817. CONT. REPORT BAGGAGE SERVICE STAMPS ON A.D. 6982-A.

Baggage checks (P.O. 1100 and 1101) must be issued in consecutive number order at stations. Where there are several baggage positions at stations, checks must be issued in consecutive order at each position.

After 60 days delivering agent should forward to the manager, revenue accounting both string and duplicate portions of all checks.

818. All milk and cream shipments both prepaid and collect shall be entered as one total on A.D. 6982-A. All milk and cream waybills will be forwarded with A.D. 6982-A. Total of all milk and cream collections will be included with local misc. pass. (A.D. 6982-A) on agent's monthly balance sheet A.D. 1309.

TRANSPORTATION OF UNITED STATES MAIL

900. United States mail, if not labeled otherwise should be carried only on designated trains.

A railroad must not carry mail on a train which has not been designated for the transportation of mail. In emergencies, local representatives of the postal transportation service, or postmasters who have been authorized to do so by the regional or district transportation manager, may request a railroad company to provide necessary space on any train. The railroad must be informed of the issuance of such authority.

901. Reports information required by headings of A.D. 5650 (P.O.D. 5118-X) for:

1. Cars in U.S. Mail Service set into and/or set out of a train at the reporting station when P.O.D. transfer clerk is not on duty.

2. Mails loaded into and/or unloaded from any cars, including baggage end of postal cars, but not the distributing end or R.P.O. end of postal cars with postal clerks on duty, passing through the reporting station when P.O.D. transfer clerk is not on duty under the following conditions:
   
   (A) Train baggageman or rider is on duty arriving but not on duty leaving the reporting station.
   
   (B) Train baggageman or rider is on duty leaving but not on duty arriving at the reporting station.
   
   (C) Train baggageman or rider is not on duty either arriving or leaving the reporting station.

3. Report should be prepared in quadruplicate, original and second copy is forwarded to post office department, railway space section having jurisdiction of train involved, first copy to manager, revenue accounting, and third copy is retained in station file.
1512. **Prepaid Orders, Form S.S.O., Issued by Dock Agent, should be reported on A.D. 4272, Daily Report, showing orders issued, destination and value. Reports should be numbered consecutively, beginning with No. 1 each month. Blank reports will not be required.**

Ticket deliveries, Prepaid Orders, and Orders of Foreign Steamship Companies accepted in exchange for Prepaid Orders Form S.S.O. should be listed on and attached to A.D. 4284.

**Milk and Cream Shipments.**

1600. **A.D. 6304, Shipping Order, showing complete description of shipment, how packed, kind of container, etc., and other necessary information, signed by shipper, must be obtained for each milk and cream shipment and retained in agency file.**

Number of cans or containers and description of commodity should be checked against Shipping Orders and errors, if any, noted and correct waybills issued.

1601. **Shipments to non-agency points should be billed prepaid; from non-agency points, collect.**

When specially authorized to bill shipments collect, to non-agency points, the agent located most convenient to destination must collect charges as authorized by Treasurer and render reports.

1602. **For local shipments, use A.D. 6306, Local Waybill.**

Number waybills in consecutive order, commencing with No. 1, separate series for interline and for local. When No. 999 has been reached, commence again with No. 1.

1603. **Prepare a waybill for each shipment, one waybill to cover entire shipment from one shipper from one station to one consignee at one destination, showing all information in proper spaces, except car number, which will be filled in by train baggage man.**

A number of small collect shipments (not more than 5 cans from same shipper) from various shippers from one station to one consignee at one destination, forwarded in the same car, may be listed on the back of one waybill, first reversing form and carbon sheets so that information will appear on the back of all portions of waybill, showing name of each shipper, with number and capacity of cans after each name. The total number of cans and charges to be shown on face of waybill in proper columns, in space provided for name of shipper, make notation "Detail on Back". This does not apply to shipments at the minimum rate.

1609. **Shipments received should be checked against the waybills or other forms on which shipment moved. Full amount of charges should be collected and signed delivery receipt placed in agency file.**

When covered by shipping order, do not prepare waybill, enter rate and charges on shipping order, and both portions of A.D. 6756, Baggage Man's Report.

Notify Manager of Mail and Express Traffic if A.D. 6756 is not received to cover all local shipments from non-agency points.

1610. **When shipment is received without waybill or shipping order, prepare forced waybill, collect charges, obtain delivery receipt and wire forwarding agent for revenue waybill, advising Manager of Mail and Express Traffic.**
1611. Errors on Collect Waybills or Shipping Orders received should be corrected by drawing a line through the original and inserting corrected figures. If Waybill reads prepaid, notify forwarding agent to make correction.

1612. When shipments are returned to shippers, note face of waybill, giving reasons for returning.

1613. Empty milk containers returned should be waybilled on Form P.D. 258, in accordance with instructions on back of P.D. 258.

1614. Upon receipt of debit correction, collect charges, correct agency records and include correction, if inbound, on next received report; outbound on forwarded report, attaching copy of correction. Do not report credit corrections until refund is actually made or credit allowed in patron's account. If refund cannot be made within 15 days, advise reason and return correction to manager, Revenue Accounting.

1615. All irregularities developed by actual inspection of shipments must be reported to the Manager of Mail and Express Traffic on C.T. 1202, 1203, 1204 and 1205, over, short, damage and stolen forms, as prescribed for freight traffic. Copy of report to be forwarded to Manager, Revenue Accounting.

1616. Forward all claims received, with the necessary documents attached to the Manager of Mail and Express Traffic.

1617. List all forwarded waybills in numerical order on one A.D. 6296, making one total of all charges prepaid.

1618. List all received waybills on one A.D. 4297, first foreign carriers' waybills, tickets and checks, followed by local waybills and shipping orders, attached in same order. Make one total of all charges to be collected.

1619. Combine the totals of outbound and inbound charges and list the total amount on A.D. 6382-A as shown in Par. 818.
FREIGHT ACCOUNTING

BILL OF LADING AND SHIPPING ORDER

BEFORE SIGNING BILL OF LADING, AGENT SHALL SEE THAT ALL INFORMATION
REQUIRED BY BLANK SPACES ON BILL OF LADING FORM IS FURNISHED AND THAT
THE FOLLOWING REQUIREMENTS ARE FULLY STATED:

MAIL OR STREET ADDRESS OF CONSIGNEE;
NAME OF DELIVERING CARRIER AT DESTINATION;
PICK UP AND/OR DELIVERY SERVICE WHEN REQUESTED BY THE CONSIGNEE;
NAME IN FULL AND STREET ADDRESS OF PARTY TO BE NOTIFIED IF DIFFERENT FROM THE CONSIGNEE;
SHIPPERS STREET AND POST OFFICE ADDRESS, ON COLLECT ON DELIVERY
(c.o.d.) SHIPMENT;
DESCRIPTION OF ARTICLES IN ACCORDANCE WITH THE GOVERNING FREIGHT
CLASSIFICATION OR APPLICABLE COMMODITY TARIFF;
ALL INFORMATION AS TO WEIGHTS, DIMENSIONS, VALUES, MANNER OF
PACKING, SIZE OF CAR ORDERED, ETC., NECESSARY TO MAKE PROPER
CLASSIFICATION AND APPLY CORRECT RATES;
THE INSTRUCTIONS OF SHIPPER AS TO PREPAYMENT OF CHARGES.

ORIGINATING AGENT SHALL PLACE STATION STAMP SHOWING DATE AND HOUR
RECEIVED ON BILL OF LADING AND SHIPPING ORDER COVERING CARLOAD SHIP-
MENT. SUCH STAMP SHALL BE PLACED SO AS NOT TO OBLITERATE OTHER
INFORMATION.

IT IS IMPORTANT THAT THE CLASSIFICATION OR TARIFF REQUIREMENTS AS TO
CERTIFICATIONS OR NOTATIONS ON THE BILL OF LADING AND SHIPPING ORDER
ARE FULLY COMPLIED WITH, ESPECIALLY THOSE INDICATING WHETHER FREIGHT
IS TO BE FORWARDED UNDER REFRIGERATION OR UNDER VENTILATION, AND IF
TO BE CHANGED FROM ONE TO THE OTHER ENROUTE, THE PLACE WHERE CHANGE
IS TO BE MADE. THE TYPE OF REFRIGERATION OR VENTILATION SERVICE
REQUESTED SHALL ALSO BE SHOWN.

SHIPPER'S ATTENTION SHALL BE DIRECTED TO THE CONDITIONS UNDER WHICH
FREIGHT MAY BE RATED AND FORWARDED, AS A CARLOAD OR AS A LESS CARLOAD
SHIPMENT. AGENT SHALL REQUEST SHIPPER TO NOTE ON THE BILL OF LADING
AND SHIPPING ORDER, STANDARD NOTATIONS WHICH HAVE BEEN ADOPTED FOR
VARYING CONDITIONS AS FOLLOWS:

FOR A SHIPMENT WEIGHING LESS THAN CARLOAD MINIMUM, AND NOT
FULLY OCCUPYING CAR BUT TENDERED AS A CARLOAD:
"TO BE FORWARDED AND RATED AS A CARLOAD SHIPMENT."

FOR AN L.C.L. SHIPMENT, THE PARTS OF WHICH ARE NOT MARKED AS REQUIRED,
BUT WHICH FULLY OCCUPIES A CAR:

"TO BE FORWARDED AT L.C.L. RATE; CAR LOADED TO FULL VISIBLE
CAPACITY."

FOR ONE OR MORE SHIPMENTS LOADED IN A FERRY CAR, AS A LESS CARLOAD
SHIPMENT:
"TO BE FORWARDED UNDER FERRY CAR RULES AND AT L.C.L. RATE."
3000 (d) Motor common carriers, who are parties to a Plan I Division Sheet, shall in lieu of the standard bill of lading form, on local traffic, tender each trailer load or empty trailer, to the TrucTrain supervisor or agent having jurisdiction on Form A.D. 3360, interline traffic shall be tendered on Form A.D. 2770.

(E) TrucTrain supervisor shall accept, in lieu of standard bill of lading, for Plan V L.T.L. shipments A.D. 5381, freight waybill - manifest, supported by one copy of each of the individual motor carrier waybills. Freight waybill - manifest shall be prepared by the trucker - Consolidator.

(F) TrucTrain supervisor shall accept motor common carrier waybill or shipping order for Plan V shipments, in lieu of standard bill of lading, when motor common carriers, who are parties to the tariff, are the origin carriers. In such cases motor carrier shall receive bill of lading from shipper.

3001 When the shipper desires to stop a car en route to partly unload or complete loading, the point at which, and for what purpose car is to be stopped, also name and address of consignee at stop off point, shall be shown in space provided on bill of lading, or if no space provided, in shippers special instructions space.

3002 The receipt for prepaid charges collected at time of shipment shall be acknowledged on bill of lading.

(a) If the shipper requests a duplicate receipt, it shall be furnished on prepaid freight bill stamped or noted "duplicate."

(b) If shipper requests a duplicate receipt for charges prepaid to a point beyond that to which billed, the full amount prepaid shall be extended on the freight bill at the joint rate, showing the point to which joint rate applies.

When shipments are forwarded prepaid, the bill of lading and shipping order shall be marked "to be prepaid" in the space provided for receipt of cash shall not be signed unless charges are collected at the time bill of lading is accepted.

3003 Scale agents billing coal and coke shall procure full instructions from the shipper, on card waybill reading to the railroad scales at which the coal or coke is to be weighed or on combination mine card and revenue waybill fanfold form on which full information as to mine siding shall be shown.

When authorized to accept shippers weight, scale agents shall see that weight agreement stamp is applied to mine card or other shipping instructions and to revenue waybill.

3004 The scale weights of car loaded with coal or coke shall be reported to shipper on C.T. 1098, daily report of carloads weighed and forwarded.
A.O. 206

FREIGHT ACCOUNTING

BILL OF LADING AND SHIPPING ORDER (CONT.)

3004  (CONT.) The shippers receipt for the property shall be given on the C.T. 1098, using rubber stamp reading:

DATE ____________________________ 19 ___________________

RECEIVED BY THE ____________________________

COMPANY SUBJECT TO RATE IN EFFECT ON DATE OF RECEIPT OF

SHIPMENT.

AGENT ____________________________

3005 Order Bills of Lading shall be properly accomplished, endorsing thereon, accomplished order bills of lading

WAYBILL NUMBER WITH DATE AND HOUR OF RECEIPT AND FILING SECURELY TO

PROTECT FROM LOSS OR DAMAGE.
3019. (A) Agent shall prepare Form A.D. 1634 "Record of Inbound Waybill Reporting" and A.D. 1635 "Record of Outbound Waybill Reporting" for all traffic received or dispatched at his station for which a revenue waybill is to be reported.

(B) Supervisor Revenue Accounting shall forward to the agent daily a machine listing of every item reported in the account for his station that day.

(C) When agent receives "Daily Agents Station List of Reported Items" reporting date is to be entered in the appropriate column on A.D. 1634 or A.D. 1635.

(D) Copy of completed form for each calendar month based on release date and arrival date, shall be mailed when all reporting dates have been posted, but not later than the 20th day of the following month, to Manager, Revenue Accounting, Dept. 135. Any items still unreported at that time shall be abstracted in duplicate to a new Form A.D. 1634 or A.D. 1635 and the original of the abstract shall accompany the forms for the month. Explanation shall be furnished for all unreported items and what efforts have been made to secure the revenue waybill.

(E) When the forms on which the abstracted items were listed has been completely posted for reporting dates they shall be forwarded to Manager Revenue Accounting, Dept. 135.

(F) Truc-Train Terminals will not be required to prepare A.D. 1634 or A.D. 1635 but in lieu thereof will make an additional copy of Form CT 7515 which will be forwarded to the Manager, Revenue Accounting, Dept. 135, not later than the 20th day of the following month. Items unreported at that time will be abstracted to a new CT 7515 and handled in the same manner as A.D. 1634 and A.D. 1635.

Agent is responsible for determining that all revenue waybills and miscellaneous bills are reported for all services rendered at stations under his jurisdiction.

3020. (A) Local waybills, prefixed with two digits indicating local class of traffic as instructed by paragraph 3051, shall be used for:

- Traffic moving between stations on and exclusively over P.R.R.
- Traffic from and to foreign roads where no through billing is authorized in Accounting Dept. Circular B-C and settlement is made in junction accounts.
- Traffic from and to Baltimore and Eastern Railroad.

(B) Interline waybills shall be prefixed with two digits indicating interline class of traffic between stations on P.R.R. and stations on foreign roads, or when a foreign road is an intermediate carrier for traffic between P.R.R. stations.

3021. Agents shall comply with interline through billing arrangements as contained in Accounting Dept. Circular B-C, such elements thereto or issues thereof, authorized through billing.

3022. A separate waybill shall be issued for each carload consignment loaded in one car containing two or more carload shipments. The waybills shall read from the stations at which the consignments are loaded, to the destinations at which the consignments are to be unloaded, and each of the waybills shall be cross-referenced to the other by placing the following notation thereon in the "Description of Articles, Special Marks, and Exceptions" space:

This is one of _______ carload shipments loaded in this car see waybill (s) no. (s) _________date _________
from ___________ to ___________

All waybills shall be securely fastened to each other with the waybill for the shipment to the first destination on top, the waybill for the second destination immediately below, and the waybill for the third destination on bottom.
REVENUE WAYBILLS - GENERAL (CONT.)

(A) REVENUE WAYBILL A.D. 5390 FOR LOCAL TRAFFIC AND A.D. 3270 FOR INTERLINE TRAFFIC, SHALL BE MADE FOR EACH LOADED AND EMPTY TRAILER.

(B) ALL WAYBILLS SHALL BE DATED THE SAME AS DAY OF TENDER OF TRAILER. ALL TRAILERS, IN LOCAL TRAFFIC, SHALL MOVE FROM THE ORIGIN TERMINAL ON A COLLECT BASIS ON THE TRAILER MOVEMENT WAYBILL WITHOUT CHARGES. THE ORIGINAL WAYBILL SHALL BE DETACHED AT ORIGIN TERMINAL AND MAILED AT CLOSE OF BUSINESS EACH DAY TO SUPERVISOR REVENUE ACCOUNTING, PHILADELPHIA, PA, FOR INSERTION OF APPLICABLE CHARGES AND COLLECTION.

(C) ONE REVENUE WAYBILL SHALL BE PREPARED FOR EACH INTERLINE SHIPMENT USING FORM A.D. 3270, EXCEPT WHEN AUTHORITY TO INTERCHANGE TRAILERS TO A FOREIGN ROAD IS CONTAINED IN A PRR LOCAL DIVISIONAL BASIS. AS THRU JOINT RATES ARE NOT ESTABLISHED FOR SERVICE TO ALL RAIL CARRIERS, TRUC TRAIN SUPERVISORS AND AGENTS SHALL FOLLOW SPECIAL WAYBILLING INSTRUCTIONS "PLAN I - TRUC TRAIN SERVICE - INSTRUCTIONS AND PROCEDURES" ISSUED BY THE MANAGER REVENUE ACCOUNTING.

(D) ONE REVENUE WAYBILL FOR PLAN II TRUCTRAIN MOVEMENTS SHALL BE PREPARED REGARDLESS OF THE NUMBER OF TRAILERS TENDERED IN A SHIPMENT.

OVERFLOW TRAILERS SHALL BE COVERED BY NON-REVENUE WAYBILLS BEARING REFERENCE TO REVENUE WAYBILL.

(E) ONE REVENUE WAYBILL SHALL BE PREPARED WHEN A TWO TRAILER SHIPMENT IS TENDERED, SHOWING TOTAL WEIGHT FOR THE ENTIRE SHIPMENT. IN THE EVENT BOTH TRAILERS ARE NOT LOADED ONTO THE SAME FLAT CAR, A CAR MOVEMENT WAYBILL SHALL BE PREPARED, SHOWING CROSS REFERENCE TO THE CAR NUMBER AND TRAILER COVERED BY THE REVENUE WAYBILL.

WHEN FREIGHT CHARGES ARE PREDICATED ON THE SIZE AND CAPACITY OF TRAILERS, THIS INFORMATION SHALL BE SHOWN ON THE REVENUE WAYBILL.

(F) ONE REVENUE WAYBILL SHALL BE MADE COVERING BOTH TRAILERS SHOWING TOTAL WEIGHT OF LADING ON EACH FLAT CAR. THE REVENUE WAYBILL SHALL SHOW REFERENCE TO BOTH TRAILERS IN THE SHIPMENT.

WHEN FREIGHT CHARGES ARE PREDICATED ON THE SIZE OF TRAILER, THIS INFORMATION MUST BE SHOWN ON REVENUE WAYBILL.

(G) ORIGIN ON RAILROAD - STANDARD WAYBILL FORM TO BE PREPARED AT THE TRUC- TRAIN TERMINAL HAVING JURISDICTION OVER ORIGIN POINT.

ORIGIN MOTOR COMMON CARRIER - STANDARD LOCAL OR INTERLINE WAYBILL FORM TO BE PREPARED AT THE TRUCTRAIN TERMINAL FROM THE MOTOR COMMON CARRIER WAYBILL OR SHIPPING ORDER PRESENTED AT THE TIME OF INTERCHANGE OF TRAILERS TO THE P.R.R.

THE INTERLINE WAYBILL FORM SHALL BE USED ONLY WHEN MORE THAN ONE RAIL CARRIER WILL PARTICIPATE IN THE MOVEMENT.
REVENUE WAYBILLS - GENERAL CONT.

3023 (CONT'D)

(H) **INDIVIDUAL MOTOR COMMON CARRIERS SHALL PREPARE A WAYBILL (ON FORM USED BY EACH COMPANY) TO COVER EACH LESS TRUCK LOAD SHIPMENT TENDERED TO A CONSOLIDATOR FOR INCLUSION IN A TRAILER LOAD OF L.T.L. FREIGHT. SUFFICIENT COPIES SHALL BE PREPARED FOR ONE COPY TO BE TURNED OVER TO THE P.R.R. WITH THE FREIGHT WAYBILL - MANIFEST, AND COPIES FOR USE BY THE CONSOLIDATOR. FREIGHT WAYBILL - MANIFEST, SHALL BE PREPARED BY THE CONSOLIDATOR.**

3024. **REQUESTS RECEIVED FROM THE LINES FOR COPIES OF WAYBILLS FOR SHIPMENTS COVERED BY INERLINE WAYBILLS TO DESTINATION, SHALL BE COMPLIED WITH EXCEPT AS PROVIDED IN PARAGRAPH 2-D. IF BILLED TO A JUNCTION STATION, REFER REQUEST TO THE JUNCTION AGENT.**

3025. **WHEN REVENUE WAYBILLS ARE FORWARDED BY R.R. SERVICE OR U.S. MAIL, COMPLETE RECORDS SHALL BE MAINTAINED BY FORWARDING AND RECEIVING AGENTS.**

WAYBILLS COVERING ALL LESS CARLOAD SHIPMENTS IN ONE CAR SHALL BE FORWARD-ED IN ONE ENVELOPE OR POUCH.
FREIGHT ACCOUNTING

REVENUE "WAY" BILL FORMED

3040. (A) UNIFORM BILL OF LADING, OR ORDER - NOTIFY BILL OF LADING, SHALL BE PREPARED, CARBONIZING ALL PARTS OF THE FORMS. THE BILL OF LADING AND MEMORANDUM BILL OF LADING SHALL BE PROPERLY RECEIVED BY THE AGENT AND GIVEN TO THE SHIPPER.

(B) AGENT AT FORWARDING OR CONSOLIDATED (PARENT) STATION SHALL PREPARE A WAYBILL BY INSERTING, IN SPACES PROVIDED, ORIGIN STATION NUMBER AND NAME, WAYBILL NUMBER, DATE, RATE, FREIGHT, ADVANCES, PREPAID ROUTE AND WAYBILL DESTINATION, CARBONIZING THE INFORMATION THROUGH TO THE WAYBILL COPY. THE WAYBILL SHALL MOVE WITH SHIPMENT TO DESTINATION AGENCY. WAYBILL COPY SHALL BE LISTED ON A.D. 1614 AND FORWARD TO SUPERVISOR REVENUE ACCOUNTING.

(C) WAYBILL NUMBERS ARE TO BE ASSIGNED AND USED IN FORMAT DESIGNATED, BY THE MANAGER, REVENUE ACCOUNTING. SEE PARAGRAPH 3051 FOR WAYBILL NUMBERING.

3041. (A) WAYBILLS OR OTHER AUTHORIZED SUBSTITUTED FORMS SHALL BE MADE FOR ALL FREIGHT forwarded, WHETHER THE CHARGES ARE PREPAID, COLLECT, OR WHEN FREE MOVEMENT IS AUTHORIZED.

(B) A REVENUE WAYBILL SHALL BE ISSUED FOR EACH CARLOAD SHIPMENT OF FREIGHT LOADED IN OR ON ONE CAR. A SHIPMENT LOADED IN OR ON MORE THAN ONE CAR SHALL BE WAYBILLED AS FOLLOWS:

ONE REVENUE WAYBILL SHALL BE ISSUED TO COVER THE ENTIRE MOVEMENT FOR:

(1) CIRCUSES
(2) SHIPMENTS REQUIRING MORE THAN ONE CAR BECAUSE OF LENGTH (RULE 29 U.F.C.).

(C) ONE REVENUE WAYBILL SHALL BE ISSUED TO COVER THE ENTIRE MOVEMENT, WHICH SHALL ACCOMPANY THE LEAD CAR, WITH A NON-REVENUE WAYBILL FOR EACH ADDITIONAL CAR FOR:

(1) OVERFLOW SHIPMENTS (RULE 24 U.F.C.).
(2) TWO SMALL CARS FURNISHED IN LIEU OF A LARGER CAR ORDERED (RULE 34 U.F.C.).

AUTHORITY FOR FURNISHING MORE THAN ONE CAR UNDER RULES 24 AND 34 SHALL BE SHOWN ON REVENUE WAYBILL.

WHEN A SHIPMENT IS HANDLED IN TWO OR MORE CARS, THE WEIGHT FOR THE PORTION LOADED IN EACH CAR AND THE TOTAL WEIGHT OF ENTIRE MOVEMENT, SHALL BE SHOWN ON REVENUE WAYBILL.

REVENUE AND NON-REVENUE WAYBILLS SHALL BE CROSS REFERENCED, SHOWING WAYBILL REFERENCE, CAR INITIALS AND NUMBERS.
**FREIGHT ACCOUNTING**

**REVENUE WAYBILLS - FORWARDED - (CONT.)**

3041 (CONT'D)

(D) One revenue waybill, which shall accompany lead car, shall be issued for shipments moving on basis of a charge for a trainload. List of all car initials and numbers, and weight for the portion loaded in each car, shall be listed on or attached to revenue waybill.

See separate instructions covering U.S. Government bills of lading and waybills.

**FORWARDED WAYBILLING INSTRUCTIONS FOR TRAILER ON FLAT CAR SHIPMENTS**

See Paragraph 3023.

3042. (A) Original and underlying forms of waybills shall be legibly prepared with typewriter or flexowriter using black ribbon, and copies with the use of black carbon paper. Waybill shall include complete information shown on the shipping order.

(B) Waybills shall be dated the day shipment moves. If shipment is not waybilled on date that bill of lading is signed, date of bill of lading shall be shown on waybill in space with shipper's name. Where shipments move on non-revenue waybill bearing waybill number and date of shipment and revenue waybill is prepared at later date, revenue waybill shall bear same waybill date and number and notation shall be made in shipper's block showing date revenue waybill is prepared.

For coal and coke shipments, the day loaded and the day billed shall be shown.

(C) All waybills shall show number and name of the station, colliery or oven, and the state from which freight is forwarded, and the name of station and state to which freight is destined. Do not abbreviate station names.

When there are two or more places with the same name in the same state, show both the name of county and state.

Waybills covering Plan II TrucTrain shipments shall show the origin station number and the TrucTrain terminal number. The actual station serving the district or area in which the trailer load originates shall be shown as the origin point and the TrucTrain terminal where trailer is loaded onto the flat car shall be shown as the "billed at" station.

When a shipment originates at a point named in the tariff, and such point is not a station on the P.R.R., origin station to be shown on the waybill shall be the station at which a carload shipment for the patron would be normally handled by the P.R.R. The off-line point shall be shown in the "shipper" block of the waybill.
3042. (d) Where tariff allows shipments from extended terminals, supervisor
Cont. TrueTrain or agent shall show the origin station number and the
TrueTrain Terminal number.

(E) For coal shipped from a mine not listed in A.D. 80, accounting
Department list of stations, the name of the mine
(without number) shall be shown on the waybill, which
shall be noted showing the station to which origin is
intermediate and any other information essential to
verification of rate used.

Agent shall promptly notify the manager revenue accounting
of the movement furnishing description of the waybill and
advising whether the mine is new or an old mine reopened,
also the C.T. 1000 siding reference and distance from
nearest mine or station.

(F) When coal is drayed or trucked to a company siding at
either an agency or non-agency station, waybill shall be
prepared as from that station showing (T) after station
name; however, if from a non-agency station, waybill
shall show the number and name of that station together
with the number and name of the station or scale at which
waybill is prepared.

(G) Waybills prepared at agency stations for shipments from
non-agency stations shall be headed as follows:

From No. _______ Name __________________________
(OR non-Agency Sta.)
B/A No. _______ Name __________________________
(OR Agency Performing Billing)

(H) Coal and coke waybills prepared at scale agencies for
shipments moving to scales on mine cars shall show:

From No. _______ Name __________________________
(OR mine or oven)
B/A No. _______ Name __________________________
(OR scale agents)

(I) When ferry cars are used, shipments shall be rated and
billed from actual point of origin.

(J) When two or more agency stations have been consolidated,
waybills shall be headed showing only the number and
name of station from which freight is forwarded.

Number and name of parent station is not required.
3043. (A) For local carload waybills in the absence of shipper’s routing, unless otherwise instructed, agents shall be governed by routing in current routing book.

When shipping order provides for a switching delivery the name of the switching carrier shall be plainly shown on the waybill in the routing instructions.

For interline waybills the name of each carrier and junction point in line of movement to destination shall be shown as designated on the shipping order, being particular to show destination carrier. If the shipper has inserted a rate on the bill of lading and shipping order which is not applicable via the route shown by shipper, the agent signing the bill of lading shall secure, in writing, advice as to whether the shipper desires the shipment to go forward via the route as specified or via a route over which the rate as shown on bill of lading is applicable.

When freight is destined to a point beyond the P.R.R. and agent does not have the routing information he shall apply to the District Sales Manager.

On shipments covered by Government Bills of Lading, when the junction points en route have been inserted by a department or agency of the Government the complete routing and junction points as shown on shipping order shall be carefully transcribed to the waybill.

In typing the routing, unwarranted and indistinct abbreviations or junction points shall be avoided.

The source of routing shall be properly indicated in space provided on interline waybills for shipments of 10,000 lbs. or more, using the letter "S" for shipper’s routing and the letter "A" for agent’s routing.

(B) Supervisor Revenue Accounting shall apply off-going junction code in space provided on all interline waybill copies. Codes are shown in chart 3000-A "List of P.R.R. Interchange Points with Connecting Lines" as furnished by Manager, Revenue Accounting.

3044. In preparation of waybills for shipments to cities in which there are two or more freight stations, when shipper executes bill of lading showing station at which delivery is desired, that particular station shall be shown as destination station in addition to the city.

Waybills covering shipments to New York City shall, in every instance, show the particular station at which delivery is to be made. Plan 11 TrucTrain shipments shall be waybilled to the destination TRUCTrain Terminal and destination station shown in final destination block.

Complete destination information shall be shown on waybills, including designation of particular plant, warehouse, storage...
FREIGHT ACCOUNTING
REVENUE WAYBILLS - FORWARDED - (CONT.)

3044 (CONT'D) YARDS, SIDING OR SPECIFIC PLACE OF DELIVERY REQUIRED WHEN CONSIGNEE HAS MORE THAN ONE DELIVERY AT THE SAME DESTINATION.

3045 AMOUNT ACTUALLY PREPAID OR AMOUNT TO BE COLLECTED FROM SHIPPER SHALL BE SHOWN IN PREPAID COLUMN. IN CASES WHERE SHIPPER IS TO PAY THROUGH CHARGES, WHICH ARE NOT KNOWN AT TIME SHIPMENT IS MADE, WAYBILL SHALL BE NOTED "TO BE PREPAID."

3046. WHEN SHIPPER EXECUTES NON-RECOUP CLAUSE, ON BILL OF LADING IN SPACE PROVIDED, NOTATION "NO RECOUP" SHALL BE MADE IN SPACE PROVIDED OR IN DESCRIPTION OF ARTICLES BLOCK OF WAYBILLS. THE NOTATION SHALL ALSO BE SHOWN ON WAYBILLS COVERING REBILLED SHIPMENTS.

3047. WHEN SHIPMENT CONSISTS OF IMPORT OR EXPORT FREIGHT, NOTATION "IMPORT TRAFFIC" OR "FOR EXPORT" SHALL BE PLACED ON WAYBILL IN BLOCK PROVIDED FOR INSTRUCTIONS REGARDING ICING, ETC.

WHEN EXPORT RATES ARE PUBLISHED, THE BILL OF LADING, SHIPPING ORDER AND WAYBILL SHALL BE NOTED "FOR EXPORT" TO SECURE BENEFIT OF EXPORT RATE. WHEN NOT SO NOTED, THE DOMESTIC RATE SHALL BE APPLIED, SUBJECT TO CORRECTION BY DESTINATION AGENT IF SHIPMENT IS EXPORTED. IF CHARGES WERE PREPAID AT EXPORT RATE AND SHIPMENT IS NOT EXPORTED, THE DOMESTIC RATE SHALL BE ASSESSED AT DESTINATION AND DIFFERENCE COLLECTED OR REFUNDED.

3048. (A) WHEN A CAR IS TO BE STOPPED ENROUTE TO PARTIALLY UNLOAD, TO COMPLETE LOADING OR FOR ANY OTHER PURPOSE AUTHORIZED BY TARIFF, WHEN SO DESIGNATED ON SHIPPING INSTRUCTIONS, SHALL BE WAYBILLED TO THE FIRST STOP AS SHOWN IN THE STOP BLOCK ON THE WAYBILL. THE WAYBILL SHALL SHOW ROUTE, RATE AND FREIGHT CHARGES THROUGH TO DESTINATION. FINAL DESTINATION SHALL BE SHOWN IN THE FINAL DESTINATION BLOCK ON THE WAYBILL. THE NAME OF THE CONSIGNEE (S) AT STOP POINT (S) SHALL BE SHOWN IN THE APPROPRIATE BLOCK OPPOSITE THE NAME OF THE STOP POINT (S). CAR SHALL BE WAYBILLED TO FIRST STOP-OFF POINT. (SEE PARAGRAPH 3103).

(b) WHEN A STOP-OFF IS ACCOMPLISHED TO COMPLETE LOADING TRAILER WITHIN THE LIMITS OF ORIGIN TRUCTRAIN TERMINAL, THE STOP-OFF CHARGE SHALL BE SHOWN IN THE ADVANCES COLUMN OF REVENUE WAYBILL. IF STOP-OFF CHARGE IS PREPAID IT SHALL ALSO BE SHOWN IN THE PREPAID COLUMN. IT IS PERMISSIBLE, FOR OFFSET PURPOSES, TO UTILIZE COPY OF OUTBOUND WAYBILL ON WHICH ALL CHARGES ARE CROSSED OUT EXCEPT THE STOP-OFF CHARGE, FOR REPORTING AS A MISCELLANEOUS BILL IN CLASS 58.

(c) WHERE PLAN III TARIFF AUTHORIZES THE PICK-UP OF ONE TRAILER OF A TWO-TRAILER SHIPMENT A SINGLE REVENUE WAYBILL SHALL BE PREPARED AT ORIGIN TERMINAL TO COVER BOTH TRAILERS. THIS WAYBILL SHALL CONTAIN COMPLETE REFERENCE TO THE SUBSEQUENT TRAILER TO BE PICKED UP. THE TERMINAL WHERE SECOND TRAILER IS PICKED UP SHALL PREPARE AN ADVANCES ONLY WAYBILL, BEARING STOP-OFF CHARGES AND REFERENCE TO THE REVENUE WAYBILL, TO ACcompany THE OVERFLOW TRAILER TO DESTINATION.
REVENUE WAYBILLS - FORWARDED - (CONT.)

3050. All waybills shall be thoroughly examined prior to the movement of shipment. If not possible prior to movement, shipping orders and waybill copies shall be reviewed. When errors are discovered, corrections shall be issued and forwarded so as to reach destination before shipment is delivered.

When correction involves the delivery of the shipment, the collection of additional charges, or changing from prepaid to collect; send telegram to destination agent and confirm with correction to destination agent and manager, revenue accounting.

3051.(a) Each agent, unless otherwise provided, shall maintain one waybill number series which will be used for all waybills - local and interline. Waybill numbers shall consist of six digits. The last four digits will be in consecutive sequence with each agent using numbers 0001 to 9999 and when 9999 is reached start again at 0001.

First two digits of waybill number shall indicate class of traffic (accounting department classification codes - M.R.A. chart 101) for each specific waybill. Class codes are listed in paragraph 3218.

(b) Advances-only and prepaid-only waybills shall be numbered in carload series.

(c) Waybills may be numbered in a separate series for each station, or they may be included in same series as waybills from parent station.

3052. Waybills covering salvage freight moving free under freight claim rule 108 shall be numbered in a separate series. Numbers shall start with one (1) at the beginning of each year. Copies of waybills for free salvage movements shall be retained with agency salvage file and shall not be reported.

Privately owned empty cars forwarded free to a foreign line shall be waybilled and numbered in the same separate series. Copies of free interline waybills for privately owned empty cars shall be filed with the day's shipping orders and shall not be reported.

Less carload non-revenue car movement waybills shall also be numbered in the same series and shall be filed with day's shipping orders and shall not be reported.

3053. For outbound carload shipments from stations in a switching district, received from a switching carrier, agent of the road haul carrier shall make the waybill. The shipments shall be delivered to road haul carrier on switching waybills.
REVENUE WAYBILLS - FORWARDED (CONT.)

FOR CARLOAD SHIPMENTS WHICH ARE TO BE ROUTED BY AGENT TO A COMMON POINT, SHIPMENTS FOR DELIVERY BY ANOTHER CARRIER, AGENT SHALL ADD TO LINE HAUL ROUTING TO SWITCHING CARRIER SHOWN ON WAYBILL THE FOLLOWING NOTATION:

"R.R. SWITCH DELIVERY"

INSERTING NAME OF RAILROAD ON WHOSE TRACKS DELIVERY IS TO BE MADE.

THE WEIGHT SHOWN ON THE REVENUE WAYBILL SHALL BE THAT ON WHICH CHARGES ARE BASED; (28640 LBS. AS 35000 LBS.)

ALL CARLOAD SHIPMENTS SHALL BE WEIGHED ON TRACK SCALES, UNLESS OTHERWISE AUTHORIZED. PLACE NAME OF SCALE, DATE AND GROSS, TARE AND NET WEIGHTS ON WAYBILL IN SPACE PROVIDED. WHEN TRACK SCALES ARE EQUIPPED WITH TYPE-REGISTERING DEVICE, THE STICKER FORM OF SCALES TICKET SHALL BE PASTED ON WAYBILL IN SPACE HEADED "WEIGHED."

LOCAL SHIPMENTS. CARLOAD FREIGHT (EXCEPT COAL AND COKE) TO BE WEIGHED ON TRACK SCALES SHALL BE WAYBILLED WITH RATE, TARIFF REFERENCES, AND OTHER INFORMATION AS TO CONDITIONS UNDER WHICH FORWARDED, LEAVING THE "FREIGHT" COLUMN BLANK.

ENTER ON THE "ALLOWANCE" LINE OF "WEIGHED" BLOCK THE WEIGHT OF DUNNAGE TO BE DEDUCTED FROM THE SCALE WEIGHT; ENTER IN THE "DESCRIPTION OF ARTICLES" BLOCK "CARLOAD MINIMUM WEIGHT _______", AND IN "STOP THIS CAR AT _______" BLOCK "TO BE WEIGHED" AND THE NAME OF THE SCALE AT WHICH CAR IS TO BE WEIGHED.

PREPAID SHIPMENT WAYBILLS SHALL BEAR NOTATION "PREPAID" IN "PREPAID" COLUMN. WHEN SCALE WEIGHT IS OBTAINED COMPLETE WAYBILL COPY SHOWING WEIGHT, FREIGHT AND PREPAID CHARGES AND ATTACH COMPLETED WAYBILL COPY TO NEXT A.D. 1614.

INTERLINE SHIPMENTS

1. COLLECT CARLOAD SHIPMENTS TO BE WEIGHED ON TRACK SCALES SHALL BE WAYBILLED WITH ESTIMATED WEIGHT, RATE, ESTIMATED FREIGHT CHARGES, TARIFF REFERENCES AND OTHER INFORMATION AS TO CONDITIONS UNDER WHICH CAR WAS FORWARDED. ENTER ON "ALLOWANCE" LINE OF "WEIGHED" BLOCK, THE WEIGHT OF DUNNAGE TO BE DEDUCTED FROM SCALE WEIGHT; ENTER IN THE "DESCRIPTION OF ARTICLES" BLOCK, "CARLOAD MINIMUM WEIGHT _______" AND IN "STOP THIS CAR AT _______" BLOCK. ENTER "TO BE WEIGHED" AND THE NAME OF SCALE AT WHICH CAR IS TO BE WEIGHED.

2. WHEN WAYBILLING INTERLINE PREPAID CARLOAD SHIPMENTS TO BE SCALE WEIGHED, AN EXTRA COPY OF WAYBILL SHALL BE PREPARED AS A CAR MOVEMENT WAYBILL SHOWING THE FREIGHT RATE AND IN THE MONEY COLUMNS "PREPAID WEIGHT AND CHARGES WAYBILL TO FOLLOW." ENTER IN "STOP THIS CAR AT _______" BLOCK "TO BE WEIGHED" AND NAME OF SCALE AT WHICH CAR IS TO BE WEIGHED.
REVENUE WAYBILLS - FORWARDED - (CONT.)

3057. (b) Revenue waybill and copies shall be completed when scale weight is received, to show gross, tare, dunage allowance, net weight, freight and prepaid charges. Revenue waybill shall be mailed to destination and waybill copies shall be listed on next A.O. 1614.

(c) Agents preparing non-revenue car movement waybills for cars to be weighed shall, where miscellaneous charges are to be included in the advances column, place a notation notifying destination agent such charges shall be extended and annotated in the advances column, as an example:

"9# PORT CHARGE PLUS BRACING AS ADVANCES ______ DUE P.R.R."

(d) In all instances the actual weight of dunnage used shall be shown immediately below the commodity shipped.

3058. Forwarding agents shall telephone or telegraph scale agents when weights are not received promptly.

3059. When authorized to forward carload freight out of its regular route to scales for weighing, the agent shall note on the revenue waybill in addition to the regular route:

"VIA ____________ SCALES TO BE WEIGHED."

3060. (a) Agents provided with Form A.O. 5252, a mailing card for obtaining weights of cars to be weighed in transit, shall insert return address in space provided and, on reverse side, the car initials and number and point at which car is to be scaled, together with amount of allowance, if any. The revenue waybill shall be folded around the card, and the two pinned together. Scale agent shall show on the card the gross, tare, and net weight, and return it to freight agent.

(b) Scale agent shall weigh and enter the gross, tare, and net weights, with the point at which scaled and date, on the revenue waybill in block provided, also any deductions and reason therefor. Advice to forwarding agent shall be given on A.O. 5755, report of weighmaster to agent of cars weighed, or copy of C.T. 1098, daily report of carloads weighed and forwarded. When waybill is accompanied by mailing card, Form A.O. 5252, weighmaster shall also insert the gross, tare and net weights in spaces provided on the card and return it promptly to forwarding agent.

3061. When no stenciled weight appears on car, an estimated tare shall be shown and revenue waybill noted "NO TARE WEIGHT SHOWN. WEIGH CAR AFTER UNLOADING AND REPORT TARE." Agent at destination shall, after unloading, have car weighed and prepare correction.
REVENUE WAYBILLS - FORWARDED - (CONT.)

3062. Authority for use of weights other than actual scale weights shall be shown on waybills and on transfer bills to connecting lines. When billed weight is authorized by weighing and inspection bureau weight agreement, an impression of the weight agreement stamp, or a written endorsement "Agreement No. _______" do not correct shall be placed on the waybill in the block headed "Weight." When weight is specified in the classification or tariff, such weight shall be used regardless of actual weight, and waybill noted "Tariff Authorized Weight." When an agent has received information that track scale of an industry operating under a weight agreement is out of order, the agent shall see that weight agreement stamp is not placed on revenue waybill until advice is received that repairs have been made. While scales are out of order, cars should be billed "To be weighed" and charges assessed on railroad scale weight.

When actual weight is not known at time billing is made the weight agreement stamp shall not be shown on waybills. An estimated weight shall be shown and charges extended on that basis. In the weighed block on the waybill make notation "Do not weigh" and in the "Description of Articles" block note "Shippers under weight agreement correction to follow."

3063. Loaded trailers, when the divisional basis governing the shipment requires scale weight, not tendered with weight certificate, originating at Kearny, N.J., Chicago, Ill. or E. St. Louis, Ill. shall be weighed and gross, tare and net weights shown on revenue waybill.

Loaded trailers, when the divisional basis governing the shipment requires scale weight, not weighed at origin terminal and destined to Kearny, N.J., Chicago, Ill. or E. St. Louis, Ill., shall be weighed on arrival at destination.

Loaded trailers, when the divisional basis governing the shipment requires scale weight, having both origin and destination at other than Kearny, N.J., Chicago, Ill. or E. St. Louis, Ill. on which actual scale weights are not available, the weight furnished by shipper or the best estimated weight obtainable shall be used.

3064. (A) When billed weight for interline carload shipment is not authorized by weighing and inspection bureau weight agreement, or is not specified in the classification or tariff, waybill shall be noted "Estimated-Weight and Correct," and if car will pass scaling point en route, waybill shall be noted "Stop car at ________ for weighing."
FREIGHT ACCOUNTING

A.O. 206

REVENUE WAYBILLS-FORWARDED (CONT.)

9064 (CONT'D)

(B) WHERE THERE ARE NO SCALES AND CAR WILL NOT PASS OVER TRACK SCALES EN ROUTE, AND CAR IS NOT TO MOVE OUT OF ROUTE TO OBTAIN SCALE WEIGHT, SHIPMENTS SHALL BE WAYBILLED AT INVOICE WEIGHT OR WEIGHT BASED UPON QUANTITY OR MEASUREMENT, HEAVY COMMODITIES, SUCH AS SAND, GRAVEL, AND GRAIN SHALL BE WAYBILLED AT A WEIGHT 10 PER CENT GREATER THAN MARKED CAPACITY OF CAR; MEDIUM WEIGHT COMMODITIES AT WEIGHT OF MARKED CAPACITY OF CAR; AND LIGHT WEIGHT COMMODITIES AT TARIFF OR CLASSIFICATION MINIMUM CARLOAD WEIGHT.

(C) WHEN CARS DO NOT PASS OVER TRACK SCALE, STATEMENT OF SHIPPER THAT CARS ARE LOADED TO FULL CUBICAL CAPACITY SHALL BE ACCEPTED, BUT AGENT SHALL MAKE ARRANGEMENTS TO HAVE CARLOADS INSPECTED PERIODICALLY.

3065. WHEN CHARGES ARE TO BE PREPAID BY SHIPPER NOT ON THE CREDIT LIST, AND ACTUAL WEIGHTS ARE NOT OBTAINED, FORWARDING AGENT SHALL ARRANGE FOR PREPAYMENT OF AMOUNT SUFFICIENT TO COVER ALL CHARGES (SUBJECT TO REFUND WHEN ACTUAL WEIGHT IS OBTAINED); IF THIS CANNOT BE DONE, AGENT SHALL TAKE PROMPT ACTION TO PREVENT DELIVERY UNTIL CHARGES ARE PAID IN FULL.

3066. DEDUCTIONS MADE FOR SNOW OR ICE ON CAR, ICE IN BUNKERS OF REFRIGERATOR CARS, WEIGHTS OF LININGS, RACKS, STAKES, ETC., OR FOR ANY OTHER REASON, SHALL BE STATED ON WAYBILLS.

3067. CARLOADS CHARGED FOR ON BASIS OF FIXED AMOUNT REGARDLESS OF WEIGHT, NEED NOT BE WEIGHED. REVENUE WAYBILLS SHALL BE SO NOTED. A WEIGHT, AUTHORIZED BY THE MANAGER, REVENUE ACCOUNTING FOR STATISTICAL PURPOSES, SHALL BE INSERTED ON THESE WAYBILLS.

1. "B" COAL - USE 110,000 POUNDS
2. PASSENGER CARS AND TRUCKS.
   BI-LEVEL CARS 30,000 POUNDS
   TRI-LEVEL CARS 45,000 POUNDS
3. PULPWOOD - USE 4,700 POUNDS PER CORD.
4. RAILWAY EQUIPMENT ON OWN WHEELS; LOCOMOTIVES - USE 240,000 POUNDS. OTHER EQUIPMENT - USE 40,000 POUNDS.
5. ALL OTHER COMMODITIES - USE MINIMUM WEIGHTS PER FREIGHT CLASSIFICATION.

3068. WHEN CARS ARE WEIGHED LIGHT OR LOADED AT REQUEST OF SHIPPER, A NOTATION TO THIS EFFECT SHALL BE PLACED ON REVENUE WAYBILL, MISCELLANEOUS BILL SHALL BE PREPARED FOR ANY WEIGHING CHARGES AND FORWARDED TO SUPERVISOR REVENUE ACCOUNTING FOR REPORTING IN CLASS 58.

3069. WHEN SCALE AGENTS HAVE BEEN AUTHORIZED TO PREPARE REVENUE WAYBILLS FOR SHIPMENTS OF COAL AND COKE FORWARDED FROM FOREIGN ROADS ON CARD WAYBILLS TO P.R.R. SCALES TO BE WEIGHED, REVENUE WAYBILLS SHALL BE MADE BY SCALE AGENT, READING FROM THE P.R.R. JUNCTION POINT WITH FOREIGN ROAD, SHOWING POINT OF ORIGIN. THE FOREIGN ROAD PROPORTION OF REVENUE SHALL BE WAYBILLED AS ADVANCES AND THE PROPORTION BEYOND AS FREIGHT CHARGES.
On coal and coke shipments, after a car has been weighed for billing purposes and is reweighed at the request of the consignor, no change shall be made on the waybill based on the weight ascertained by the reweighing. Should request be made for a change in the original billed weights, the facts shall be reported to the manager coal traffic sales and rates having jurisdiction.

On freight other than coal and coke, after a car has been weighed for billing purposes and is reweighed at request of consignor, no change shall be made on the waybill based on weight ascertained by the reweighing, except as provided by tariffs. Should request be made for a change in the weight not provided by tariffs, the fact shall be reported to the District Sales Manager.

Bulk freight not provided in classification with a less than carload rating will be accepted, subject to carload minimum. The bill of lading and shipping order shall bear notation signed by shipper "To be forwarded and rated as a carload shipment."

When freight is received from connecting lines and does not show evidence of having been weighed, or authority for weights used, shipment shall be weighed and correction issued, observing authorized minimum required by classification tariff. Memorandum of such weighing shall be furnished supervisor general accounting in regional comptroller's office, giving full waybill reference so that foreign line can be billed under car service rule 15.

All information regarding conditions under which freight is forwarded affecting basis for charge such as "carrier's liability, capacity, length and minimum" of car ordered as described in tariffs or classification shall be shown on waybills. Where freight is accepted and forwarded as a carload regardless of its weight, the waybill shall be so noted and charges assessed accordingly.

When bulkheads or partitions are furnished for mixed carloads of grain and grain products, additional charges shall be assessed. Notation shall be made on waybill under space headed "description of articles." If paid by shipper, notation shall also be made "not to be collected from consignee." If charge is to be collected from consignee, show the amount on the waybill in the advances column.

The actual number and kind of grain doors used in cars shall be noted on waybills, such as "2 paper doors" or "14 wooden doors."

The number of the commodity as shown in a.a.r. standard transportation commodity code shall be noted in space provided on all carload waybills.
FREIGHT ACCOUNTING

REVENUE WAYBILLS = FORWARDED - (CONT.)

3075. (A) If article is not named in A.A.R. Standard Transportation Commodity Code publication and is not covered by specific instructions issued by Manager, Revenue Accounting, the question of proper number shall be referred to Manager, Revenue Accounting for investigation.

If waybill covers a number of different commodities, and no number is assigned for the specific mixed carload, use the number of the commodity which forms the larger portion of shipment in weight.

Shipments upon which stop-offs are permitted, from one consignor to two or more consignees at different destinations, at carload rate, shall be coded as that commodity which forms the larger portion of shipment in weight.

(b) For Carload Shipments from Authorized Freight Forwarder Companies (as listed in Numerical Section 44 of Standard Transportation Commodity Code publication) use number "4411110." This pertains to all forwarder traffic, whether in T.O.F.C. Service (other than plan I) or in regular freight service and includes all forwarder Plan 3 or 4 T.O.F.C. traffic, whether trailers are empty or loaded. If moving in T.O.F.C. Plan I use code 4611110 for loaded trailers and code 4221125 for empty trailers.

For Carload Shipments from Shipper Association (or similar association not listed under Freight Forwarders) use number 4511110, unless commodity can be identified.

(c) For Local Carload Company Material Use Following Numbers:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 200 00</td>
<td>Other than coal.</td>
</tr>
<tr>
<td>90 600 00</td>
<td>Anthracite coal moving from the mines.</td>
</tr>
<tr>
<td>90 700 00</td>
<td>Anthracite coal moving from other than mines.</td>
</tr>
<tr>
<td>90 800 00</td>
<td>Bituminous coal moving from the mines.</td>
</tr>
<tr>
<td>90 900 00</td>
<td>Bituminous coal moving from other than mines.</td>
</tr>
</tbody>
</table>

(d) The full detailed description provided on Bills of Lading or Shipping Orders shall be shown on all waybills.

3076. Shipments of slag, ashes, sand and other refuse received from industries to be wasted by the railroad company shall by waybilled the same as other commercial freight.

Waybills shall be prepared showing kind of material for wasting and shall bear notation "when car is unloaded deliver waybill to nearest freight agent." Waybill shall accompany car until unloaded.

3077. (A) Waybills covering empty cars moving on own wheels, for which charges are to be assessed, shall be noted "car must not be loaded."

When charges are based on rate per mile, mileage shall be shown and weight used shall be the equivalent weight which at fourth class rate will make charges based upon mileage rate.

If there are no class rates for the movement, the fourth class rate, intermediate to basing point nearest to destination shall be used.
(e) Empty Trailers shall move on Trailer Movement Waybill at a weight of 10,000 lbs. "Empty" shall be shown following the weight. Applicable loading and unloading charge shall be shown in the "Collect Charges" block.

Empty Trailers, when destined to the B & M, N.W., T.P.W., and Wabash District of N & W R.R., shall be waybilled at a weight of 10,000 lbs. - Empty at the minimum charge for the lowest weight bracket provided in the separate schedules of charges. Empty Trailers when destined to all other railroads shall be waybilled in the same manner; however, charges as shown in the separate schedules of charges shall be protected.

(c) Empty Private Cars to local destinations shall be forwarded on non-revenue Waybill to final destination using Form A.D. 5880. File copies with shipping orders. No reporting is necessary.

(d) A Tank Car last containing phosphorus, and returned with full water content shall be waybilled as "One Tank Car of Water Last Contained Phosphorus." With notation in description of articles block of Waybill reading "This Car Contained Residual Phosphorus and Must be Kept Filled With Water."

(e) Empty Refrigerator Cars, of private ownership which had been loaded with packing house products shall be returned to originating point on Pennsylvania R.R. or to junction of carrier from which car was received under load in reverse of service route of load, using Waybills numbered in Special Waybill Series.

Show under description of articles caption "Return Movement of Car Moving Under Load with Packing House Products."

Waybills for empty Refrigerator Cars shall not be delivered to connecting lines, they shall be turned over to the local agency at junction points where deliveries are made to the line from which the cars were received under load for filling with Station Delivery Receipts.

(f) Locomotives or cars moving under own power shall be billed in regular Waybill Series and listed on A.D. 1614 for reporting to Supervisor, Revenue Accounting.

3078. When minimum charge is authorized, rate shall not be shown in the rate column but enter abbreviation "MIN." (In all cases where rate is not shown in the tariff as specifically applying to stations from and to which the Waybill reads, and rate to or from a more distant point is used, the following notation shall be made on Waybill:

"Intermediate To_________")

3080. (A) Rates shall be shown on Waybills as follows:

For a shipment billed through and a single factor through rate is published, show rate opposite weight in rate column;

Example: 24,000 lbs. 30¢

(B) When a combination rate is used, or rate to basing point plus an arbitrary beyond:

Example: 24,000 lbs. (to name of basing point) 20¢

Beyond 25¢

Through 45¢
3080. (cont.) (c) For a shipment originating on a foreign line, rebilled by P.R.R., a foreign line proportion shall be shown separately and extended in advanced column.

**Example:**

\[
\begin{array}{ccc}
24,000 \text{ LBS.} & \text{TO} & \text{(NAME OF JUNCTION)} \\
P.R.R. & \text{12¢} & \text{P.R.R.} \\
\text{THROUGH} & \text{54¢} & \text{THROUGH} \\
\text{66¢} & &
\end{array}
\]

3081. Show in advanced column on waybills (giving full description) accessoriable charges advanced to other lines or any other charges not included in through rate.

3082. The unit used in computing charge on waybill, when other than cents per 100 lbs., shall be shown in rate column.

**Example:**

<table>
<thead>
<tr>
<th>NET TON</th>
<th>GROSS TON</th>
<th>BARREL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BUSHEL, EACH, PER CAR, ETC.</td>
</tr>
</tbody>
</table>

3083. On shipments rated to junction points only, note waybill that agent of connecting line shall apply local rate beyond. A local rate to junction shall not be used if a single factor through rate is in effect via route of movement, unless otherwise specified in tariff.

3084. When freight is destined to a point beyond these lines to which a joint single factor through rate has not been published, or agent is unable to determine proper rate applicable, he shall apply, on coal, coke or ore, to manager coal freight sales and rates, and on other traffic to district sales manager.

If rate is not received before preparing waybill, shipment shall not be held, but forwarded on waybill rated to junction, and if to be prepaid, waybill shall be noted "prepay home and issue correction." When rate is received after shipment is forwarded, correction shall be issued and sent promptly to destination agent. Send copy of correction to manager, revenue accounting and, if interline, to auditor of destination carrier.

When advances or prepay are affected, and waybill copy has been reported, forward corrections to supervisor, revenue accounting for reporting. If rate or correction (on shipments billed "prepay home and issue correction") is not received promptly, manager, revenue accounting shall be advised.

3085. Agent shall require prepayment of all charges when, in his judgement the property offered would not, at a forced sale, realize the amount of charges to destination.

The charges on freight destined to non-agency station must be prepaid except where shipment is covered by government bill of lading or otherwise provided for. If shipper declines to prepay charges, agent shall offer to forward freight to station nearest destination at which there is a freight agent. If shipper declines to change the destination, agent shall refuse to receive the shipment.

Waybills reading prepaid shall not be changed at destination to a collect basis, unless the destination agent can collect the charges.
SEPARATE WAYBILLS SHALL BE MADE FOR SHIPMENTS OF EXPLOSIVES OR OTHER DANGEROUS ARTICLES, EXCEPT THAT MORE THAN ONE ARTICLE MAY APPEAR ON ONE WAYBILL IF INCLUDED IN THE SAME SHIPMENT. AGENTS SHALL SEE THAT SHIPMENTS ARE PROPERLY DESCRIBED ON WAYBILL. WHEN REGULATIONS REQUIRE A CAR TO BE PLCACED "EXPLOSIVE" OR "INFLAMMABLE" OR "ACIDS" APPLY THE REQUIRED ENDORSEMENTS NEAR THE TOP OF REVENUE OR CAR MOVEMENT WAYBILL IN LETTERS NOT LESS THAN THREE-EIGHTS OF AN INCH HIGH, USING A RUBBER STAMP.

A CAR SHALL NOT BE MOVED IF WAYBILL ACCOMPANYING IT HAS BEEN ALTERED, UNLESS THE AUTHORITY FOR CHANGE IS NOTED IN INK OVER SIGNATURE OF AGENT, YARDMASTER, OR OTHER PERSON AUTHORIZED TO MAKE THE CHANGE, SUCH NOTATION TO BE MADE ON THE BACK OF WAYBILL. EXCEPTION SHALL BE MADE WHEN CAR IS LOADED WITH LIVE STOCK OR PERISHABLE FREIGHT, IN WHICH CASE CAR SHALL BE ALLOWED TO GO FORWARD AND REPORT MADE BY WIRE TO GENERAL MANAGER, WHEN ORIGINAL WAYBILL IS RECEIVED FROM A CONNECTING CARRIER WITH CHANGES IN CAR INITIALS, NUMBER, DESTINATION, ROUTE, ETC., WITHOUT AUTHORITY FOR THE CHANGE BEING SHOWN, PLACE NOTATION ON WAYBILL TO THE EFFECT THAT WAYBILL WAS CHANGED BEFORE RECEIPT. NOTATION SHALL BE MADE IN INK AND BEAR SIGNATURE OF AGENT MAKING IT, WITH THE DATE.

REVENUE WAYBILLS FOR CARLOAD SHIPMENTS SHALL MOVE WITH THE CARS FROM POINTS OF ORIGIN, EXCEPT WHEN SPECIFICALLY AUTHORIZED BY THE MANAGER, REVENUE ACCOUNTING. WHEN SPECIFIC AUTHORITY HAS BEEN GRANTED TO MOVE CARLOAD SHIPMENTS WITHOUT THE REVENUE WAYBILLS, CARS SHALL BE MOVED ON STANDARD WAYBILL, NUMBERED IN THE REGULAR WAYBILL SERIES, AND ALL SPECIAL INSTRUCTIONS ON THE SHIPPING ORDER SHALL BE SHOWN ON THE CAR MOVEMENT WAYBILL. AGENT SHALL RETAIN A COPY OF CAR MOVEMENT WAYBILL PENDING RECEIPT OF SPECIFIC SHIPPING ORDERS OR OTHER INFORMATION NECESSARY TO PREPARE REVENUE WAYBILL. THE REVENUE WAYBILL SHALL REFLECT THE SAME WAYBILL NUMBER AND DATE AS THE CAR MOVEMENT WAYBILL. SHIPPER'S BLOCK SHALL SHOW ACTUAL DATE OF REVENUE WAYBILL ISSUED AND NOTATION CAR MOVED ON NON-REVENUE WAYBILL.

(A) NOTATION "REVENUE WAYBILL WILL BE NAILED TO STOP-OFF OR DESTINATION AGENT" SHALL BE SHOWN ON CAR MOVEMENT WAYBILL IN COLUMNS PROVIDED FOR WEIGHT, RATE, FREIGHT, ETC., AND IF SHIPMENT IS TO BE PREPAID, THE NOTATION "FULLY PREPAID" SHALL ALSO BE SHOWN. SHOW ALL INFORMATION ESSENTIAL FOR MOVEMENT AND DELIVERY OF CAR ON THE CAR MOVEMENT WAYBILL IN BLOCKS PROVIDED.

INTERLINE REVENUE WAYBILL BEARING THE SAME WAYBILL NUMBER AND DATE AS CAR MOVEMENT WAYBILL SHALL BE ISSUED AS PROMPTLY AS POSSIBLE, SHOWING THEREON (A) THE ACTUAL DATE ISSUED AND (B) REFERENCE TO THE CAR MOVEMENT WAYBILL AND PROMPTLY NAILED TO AGENT AT WAYBILLED DESTINATION. WHEN A SHIPMENT MOVES IN TWO OR MORE CARS, AND IS COVERED BY TWO OR MORE CAR MOVEMENT WAYBILLS, THE REVENUE WAYBILL SHALL BE GIVEN THE SAME NUMBER AS CAR MOVEMENT WAYBILL FOR THE LEAD CAR, SHOWING THEREON REFERENCE TO EACH CAR MOVEMENT WAYBILL. THIS WAYBILL NUMBERING FEATURE WILL NOT APPLY WHEN CAR MOVEMENT WAYBILL AND REVENUE WAYBILL ARE MADE BY DIFFERENT CARRIERS OR AGENTS.

WHEN CARS MOVING ON A CAR MOVEMENT WAYBILL ARE WEIGHED IN TRANSIT, RECORD OF SCALING SHALL BE SHOWN ON THE CAR MOVEMENT WAYBILL.

(b) WHEN A CAR MOVING ON AN INTERLINE NON-REVENUE WAYBILL IS DIVERTED OR RECONSIGNEO AT A POINT ON THE P.R.R., THE AGENT OR YARDMASTER AT DIVERSION OR RECONSIGNING POINT SHALL CHANGE HEADING ON NON-REVENUE WAYBILL AND REQUEST AGENT AT ORIGINAL DESTINATION TO FORWARD THE ORIGINAL REVENUE WAYBILL TO AGENT AT NEW DESTINATION, WHO SHOULD MAKE NECESSARY CORRECTIONS.
REVENUE WAYBILLS SHALL ACCOMPANY LESS CARLOAD FREIGHT FROM POINT OF ORIGIN. CAR LOTS OF LESS CARLOAD FREIGHT FROM POINT OF ORIGIN TO ONE DESTINATION, OR JUNCTION POINT, SHALL BE FORWARDED ON STANDARD WAYBILL, NUMBERED IN SEPARATE SERIES (SEE PARAGRAPH 3052), SHOWING DESTINATION OF CAR AND NOTATION "MERCHANDISE CAR." REVENUE WAYBILLS MAILED TO ________________.

COPY OF CAR MOVEMENT WAYBILL SHALL BE PLACED ON TOP OF REVENUE WAYBILLS AND FORWARDED IN ORDER TO REACH DESTINATION OR JUNCTION POINT, IN ADVANCE OF CAR.

COPY OF CAR MOVEMENT WAYBILL SHALL BE FILED WITH SHIPPING ORDERS.

WHEN A CAR IS ON HAND WITHOUT A REVENUE OR CAR MOVEMENT WAYBILL, AGENT OR YARDMASTER SHALL MAKE EXAMINATION OF SEALS, LADING, MARKING, ETC. IF EXAMINATION DEVELOPS DESTINATION, CAR SHALL BE FORWARDED PROMPTLY ON "ASTRAY FREIGHT WAYBILL" BEARING NOTATION "FOUND AT __________ WITHOUT WAYBILL." ADVISE SUPERINTENDENT BY WIRE. IF DESTINATION IS NOT DETERMINED, WIRE A REPORT IMMEDIATELY TO SUPERINTENDENT.

WHEN SHIPMENTS ARE REFORWARDED, AGENT MAKING WAYBILL SHALL SHOW THEREON NUMBER, DATE, NAME OF STATION THAT WAYBILLED FREIGHT TO HIS STATION, AND AUTHORITY FOR REFORWARDING.

A SEPARATE WAYBILL SHALL BE MADE FOR EACH CAR OF LIVE STOCK, EXCEPT WHEN TWO SINGLE DECK CARS ARE FURNISHED IN LIEU OF ONE DOUBLE DECK CAR ORDERED, AND THE ORIGINAL SHALL ACCOMPANY THE SHIPMENT. WHEN TWO SINGLE DECK CARS ARE FURNISHED FOR ONE DOUBLE DECK CAR ORDERED AND TWO WAYBILLS ARE PREPARED, WAYBILLS SHALL BE CROSS REFERENCED TO SHOW IT IS ONE SHIPMENT.

THE ORIGINAL WAYBILL SHALL SHOW NOTATIONS AS TO STOP-OFF FOR FEED AND WATER, THE DATE AND TIME STOCK WAS ORIGINALLY LOADED, AND ALSO DATE AND TIME IT WAS:

- UNLOADED EN ROUTE FOR FEEDING AND WATERING,
- RELOADED AFTER BEING FED AND WATERED,
- FED AND WATERED WITHOUT UNLOADING.

WHEN LIVE STOCK IS LOADED WITH OTHER FREIGHT, THE WORDS "LIVE STOCK" SHALL BE PLAINLY WRITTEN OR STAMPED ON REVENUE WAYBILL.

(a) TRANSFERS TO AND FROM CONNECTING LINES SHALL SHOW WHERE, DATE, AND TIME THE STOCK WAS LAST FED AND WATERED.

(b) IN ALL CASES THE TIME SHOWN MUST BE FOLLOWED BY THE TIME ZONE, ABBREVIATED AS FOLLOWS:

- E.S.T. FOR EASTERN STANDARD TIME
- C.S.T. FOR CENTRAL STANDARD TIME

LCL REVENUE WAYBILLS TO ACCOMPANY FREIGHT CARS HELD WITHOUT REVENUE OR CAR MOVEMENT WAYBILL WAYBILLS COVERING FREIGHT REFORWARDED LIVE STOCK WAYBILLS
When freight charges to final destination are collected at stop-off point, do not correct original waybill to prepaid. Agent at stop-off point shall issue prepaid only waybill to destination for amount collected and attach it to the original waybill. The two waybills shall be cross-referenced. Agent at stop-off point shall prepare a miscellaneous bill for stop-off charges and forward to supervisor, revenue accounting; also prepare advances-only waybill to destination for the amount, showing reference to revenue waybill. The advances only waybill shall be cross-referenced to, and attached to revenue waybill.

In event feeding charges are collected at stop-off point, the revenue waybill shall be noted "Charges ________ for feed, etc., collected at _________."

For livestock movements account U.S. government shipments see separate government instructions section of this manual.

3094. (A) Show the name of attendant authorized to accompany freight on the revenue waybill.

(B) When free transportation of attendant is authorized, make notation on the revenue waybill: "______________(give name or names)__________in charge, freer."

(C) When fare for attendant is prepaid by shipper, make notation on the revenue waybill: "______________(give name or names)__________in charge, fare prepaid," and show amount of fare in freight and prepaid columns of waybill.

(D) When fare for attendant is to be collected at destination, make notation on revenue waybill: "______________(give names or names)__________in charge, fare to be collected," and show amount of fare in freight and prepaid columns of waybill.

(E) When there is no attendant with live stock, make notation on revenue waybill "No attendant."

(F) Should attendant desert a shipment in transit, the fact shall be noted on revenue waybill.

(G) Tickets issued for passage of attendants shall be lifted and sent to manager, revenue accounting with letter of explanation, and notation made on revenue waybill.

(H) If attendants in excess of the number shown on waybill are traveling with a shipment, and it is determined that they have the right to accompany the shipment, the additional fares from point of shipment to destination shall be added to the original waybill, and collected by destination agent.

When fares for additional attendants are collected at an intermediate point, the amount collected shall be turned over to the nearest freight agent who shall prepare a miscellaneous bill giving full detail and reference to waybill covering shipment and forward it to supervisor revenue accounting. Waybill shall be noted: "Fare $__________, for additional attendant from __________ to __________ collected at _________."

3095. (A) Shipment imported via United States seaborne port, moving from the seaborne port under United States customs bond for release at an interior port of entry, shall be waybilled by agent, to the interior port designated by the collector of customs at the seaborne port on customs "Form 7512 - transportation entry and manifest of goods subject to customs inspection." Shipment shall be billed to the collector of customs for (name of consignee). When the final destination of the shipment is other than the interior port of entry, the final destination shall be shown on the waybill in the space provided.

Billings instructions for freight "in bond"
FREIGHT ACCOUNTING

A.D. 206

REVENUE WAYBILLS - FORWARDED - (CONT.)

3095. (A) WHEN SHIPMENT CONSISTS OF "IN BOND" AND "NOT BONDED" FREIGHT, SEPARATE WAYBILLS SHALL BE MADE AND CROSS-REFERENCED.

When shipments consist of more than one car, a separate waybill shall be made for each car and cross-referenced to each other.

(B) Shipments from Canada, when waybilled to destination and moving from border port of entry under United States Customs bond for release at an interior port of entry, agent shall show on waybill, above name of consignee, "Collector of Customs For." If final destination of shipment is other than the interior port of entry, as indicated by the collector of customs at the border port on customs form 7512, agent at border port shall also change heading of waybill to read to such interior port of entry, and show final destination in space provided on waybill.

Shipments from Canada, subject to rebilling at border port of entry, shall be waybilled as provided in Paragraph (A).

(C) For carload and less carload freight "IN BOND," not corded and sealed, notation, "IN BOND." "Car doors sealed with United States custom seals," freight must not be delivered until released by U.S. Customs. "IN BOND" shall be plainly and prominently shown on the waybill in the space provided for "Description of Articles and Marks."

(D) When destination is other than the interior port of entry and shipment has been released from customs, the agent at interior port of entry shall make notation on waybill "Released from Customs at ________ (Interior Port of Entry)" followed by signature of agent. Heading of waybill shall be corrected to final destination and shipment forwarded.

3096. When perishable freight is loaded in solid carloads or with other freight, the word "Perishable" shall be plainly written or stamped on face of the revenue waybill.

3097. When a shipper desires marine insurance on freight forwarded via rail and water route, agent shall secure from shipper a statement in writing of the amount of insurance desired and note on revenue waybill "Insure for ________ Collecting from ________" (naming amount of insurance desired and from whom premium is to be collected.)

3098. Agent shall enter on revenue waybill for export shipments of spirits, a notation reading:

"Notify Collector of Customs at Port of ________"

3099. Shipping orders shall be separated into two lots, prepaid and collect, after rating is made, and pink stickers, A.D. 5763, placed upon shipping orders for prepaid straight shipments. Waybills shall be checked against shipping orders before shipments are forwarded.
FREIGHT ACCOUNTING

REVENUE WAYBILLS - FORWARDED - (CONT.)

3100. The combined weight of car and lading for engine rating must be shown in tons of 2000 pounds in the space marked "GROSS;" also for interline shipments the weight of the lading in tons must be shown in the space marked "NET" under the caption "WEIGHT IN TONS." Less than 1000 pounds should be disregarded in computation of ton weight.

3102. (A) When through billing is not authorized, waybill shall be made to the junction point. The proportion of revenue to junction shall be entered in "freight charges" column, and total amount prepaid in "prepaid" column.

(B) When through billing is not authorized on shipments received from foreign line, waybill shall be prepared in local or interline series. Proportion accruing to origin carrier shall be shown in advance column (except shipments of coal from Monongahela R. R. Points rebilled by P.R.R.) with balance of through charge shown in the freight column.

(C) When through joint charges are not established for TruTrain service on interline shipments, supervisor, TruTrain or agent shall prepare local waybill A.O. 5380 numbered in local series. In addition to the P.R.R. destination terminal the final destination and foreign rail carrier shall be shown in the "final destination" block. In the lower right hand corner of waybill method of interchange shall be shown, i.e., "rail interchange" or "city street interchange."

(D) Waybill shall be noted "TruTrain Terminal at interchange point protect switching charges." It shall be the responsibility of the "off-going" TruTrain Terminal at the interchange point to protect the switching or drayage charges. Charges shall be entered on A.O. 1546 by the "off-going" TruTrain Terminal listed on A.O. 1610 and forwarded to supervisor, Revenue Accounting, Philadelphia, PA., for reporting and collection.

3103. (A) Only one revenue waybill carrying weight and charges for entire shipment origin to destination shall be issued for shipments consigned to be stopped in transit to complete loading, partly unload, for transloading or for any other purpose authorized by tariff or required by law. Car(s) shall be waybilled to first stop-off or transloading point with complete route, origin to final destination, via stop-off or transloading points. Final destination shall be shown in final destination block.

(B) When part of a shipment is loaded in a trailer car(s) to be stopped at an intermediate point(s), the car(s) shall be waybilled to the stop point(s) on a non-revenue waybill and shall show final destination in the final destination block on the waybill. Revenue waybill for lead car shall be prepared to show information with respect to any stops called for in connection therewith, and in addition, shall show all information pertaining to stops in connection with the trailer car(s). When stop block does not provide sufficient space to show complete information, the additional information shall be shown in the "description of articles" block on the waybill.
3103. (C) Stop-off information shall be included in block of waybill provided for that purpose, showing first stop-off point as destination and final destination in final destination block.

(D) Extensions shall be made in money columns and, if estimated weights are used, waybill shall be noted "Estimated Weight-Weigh and Correct."

(E) On interline waybills with instructions to stop off on our railroad, agent at oncoming junction shall see that stop-off point is shown in the "To Station" block of the waybill and that final destination is properly shown in "Final Destination" block.

(F) Forwarding agent shall when error has been detected, after forwarding waybill, and when advances or prepaid are affected, issue correction.

(G) After service at stop-off point is accomplished agent shall cross out references to stop-off at that station, change heading of waybill to read to the next stop-off point or to final destination, endorse it in block ink "Stop-off at ________ accomplished ________ (Date) ________" affix signature, and forward waybill with the car, together with advances only waybill covering stop-off charge. Agent shall prepare miscellaneous bill for service and forward to Supervisor Revenue Accounting for class 5B reporting. When car is stopped to complete loading, billing agent shall be notified of the weight and kind of freight loaded. Notation shall be made on waybill showing the weight and kind of freight loaded, and if actual weight of additional lading is known, weight and extensions shall be corrected. If estimated weight is used for additional lading, waybill shall be noted "Weigh and Correct, and advise billing agent."

When two or more cars are used for one consignment and one of the cars is completely unloaded at stop-off point, waybill covering the unloaded car shall be so noted and forwarded to destination agent for reporting, together with advances only waybill covering stop-off charge and switching charges in and out if delivery made by another line.

3104. (1) On outbound prepaid shipments made by shippers' associations or shippers' agents, the shippers must show on the bill of lading the names of the beneficial owners of the lading or state on the bill of lading that the names of the beneficial owners are shown on the manifest, consist or other document accompanying the bill of lading or on file with the origin carrier. If this is not done, the origin agent may not allow credit to the shipper. Some shippers' associations may elect to file with the Treasurer a list of their members, such list to be revised from time to time and kept up to date. Where this occurs, the inscription "Beneficial owners are named in list dated ________ on file with the Treasurer of the ________ Railroad" on the bill of lading will comply with the requirements of the regulation. Origin agents will be advised as to the associations who file such lists and will be authorized to accept such inscription.

(2) On outbound collect shipments made by the shippers' associations or shippers' agents, the shippers must show on the bill of lading the names of the beneficial owners of the lading or state on the bill of lading that the names of the beneficial owners are shown on the manifest, consist or other document accompanying the bill of lading or on file with the origin carrier. Origin agent must transcribe this information to revenue waybill or show on revenue waybill that names of beneficial owners have not been furnished by shipper. If origin agent fails to indicate that names of beneficial owners have been furnished, destination agent will be forced to collect transportation charges before delivery. If shipper does not furnish names of beneficial owners, the destination
3104. (E) Agent may not allow credit to the consignee. An inscription on the bill of lading making reference to a list filed with the Treasurer, as more fully described in Paragraph 1, will comply with the requirements.

(3) On collect shipments made by shippers' associations or shippers' agents moving on non-revenue (Nwind) waybills, the origin agent must show therein that the shipper has or has not agreed to furnish the names of the beneficial owners. If the names of the beneficial owners will not be furnished, the destination agent may not allow credit to the consignee. When revenue waybill is prepared by origin agent, he must state therein that the names of the beneficial owners have or have not been shown on the bill of lading or incorporated therein by reference to other documents filed with the origin carrier. If the Nwind waybill shows that the names of the beneficial owners will be furnished and the revenue waybill shows that they have not been furnished, the destination agent may not allow further credit to the consignee until the condition has been corrected.

(4) On outbound prepaid shipments or inbound collect shipments where the shipper or consignee do not wish to be allowed credit but elect to pay cash, the foregoing requirements need not be met.

(5) When a shipment moved on a non-revenue (Nwind) waybill, if the bill of lading is not received from the shipper within five days, or such other time as may be determined to be reasonable for the type of traffic involved, the origin agent shall write to the shipper for the missing document and send copies of his letter to the supervisor, credit and collections and to the destination agent. If the bill of lading has not been received within five days after agent has written to the shipper, agent shall promptly notify the supervisor, credit and collections who will handle further with the shipper and advise agent whether or not to continue to allow credit to the shipper.
REVENUE WAYBILLS - ON-COMING JUNCTIONS

3120. (A) Agents or Yardmasters at junction points shall place an impression of P.R.R. junction stamp on interline waybills from connecting lines, indicating name of junction and date received. These stamps shall be placed in space provided at bottom of waybill. All yard stamps shall be placed on back of the waybill. Black stamp pad ink shall be used in applying junction, transfer, yard and all other stamps on waybills.

(B) Transfer bills received from connecting lines must show full information and all miscellaneous charges in detail.

3121. When rebilling freight from connecting line, name of original point of shipment, joint rates and divisions, and all other essential information shown on transfer bill shall be shown on waybill to permit destination agent to present a complete freight bill. The rebilling must preserve the integrity of the through rate.

3123. Freight damaged in transit and which is returned to initial or intermediate point for repairs, credit or sale shall be handled without revenue provided return movement is via the same route as when forwarded, reference to original billing to be shown on return billing.

Moving Under Freight Claim Rule 106-B

File: ___________________________ Date: ___________________________

The waybill shall be numbered and processed as instructed in Paragraph 3052.
REVENUE WAYBILLS—SHIPMENTS GRANTED TRANSIT PRIVILEGE

3135. When shipper makes application to operate under a transit tariff, district sales manager shall be promptly advised.

3136. (A) Shipments granted transit privilege shall be waybilled from transit station, using transit class waybills. Complete information shall be shown on waybills as required by the forms. Factors making rate from point of origin shall be indicated in all cases. Notation "Accorded transit at .............. (Station) per tariff l.o.c..............." shall be shown in description of articles block.

(B) Waybills shall be numbered in accordance with Paragraph 3051 and in series and format designated by manager, revenue accounting.

(C) All inbound references must be shown on transit waybills, i.e., origin points, waybill numbers, car numbers, dates, commodity and if prior transit was performed this information must be shown for each station.

3137. When rate from origin to final destination, or point rated to, is a rate or arbitrary to transit station (plus rate from transit station to destination) the weight used from each origin point shall be shown separately opposite respective rate.

There shall also be shown on waybill:

RATE COLUMN: The rate or arbitrary to the transit station and the rate from the transit station. Below total show inbound rate and difference between the two (or the balance of the through rate).

Example: ARBITRARY .......................... 6¢

OUTBOUND RATE .......................... 20¢

THROUGH RATE .......................... 26½¢

INBOUND RATE .......................... 11½¢

BALANCE .......................... 15½¢

Freight and Advances Column. Charges based in accordance with Paragraph 3138.

On local waybills to junction stations with foreign lines, divisions of revenue beyond the transit point shall be based on rate from transit point.

3138. (A) When a through rate is provided from origin to final destination, or point rated to, the weight used from each origin point shall be shown separately opposite the through, inbound and balance rates; also show tariff authority for through rate, see examples:

(i) Local Waybills.

RATE COLUMN. The through rate, the rate used on the inbound movement and the difference between the two, i.e., "Balance of the Through Rate."

Example: THROUGH RATE .......................... 20½¢

INBOUND RATE .......................... 12¢

BALANCE RATE .......................... 8½¢

Freight Column. The charges based upon the balance of the through rate.

Advances Column. Charges based upon inbound rate when charges are to be collected at destination. Transit agent shall credit operator with these charges, or, if to be refunded, show "Paid in" after entry in rate column.

PREPAID COLUMN. If prepaid on through rate, show charges based on balance.
3198. (A) CONT'D

(2) Local waybills billed to junction stations with foreign lines, where balance of through rate is equal to or greater than foreign road's proportion of the through rate.

<table>
<thead>
<tr>
<th>Rate Column</th>
<th>Through rate, the rate used on the inbound movement, the foreign road's proportion and the remainder, if any.</th>
</tr>
</thead>
</table>

Freight Column: Junction settlement. The charges based on the remainder, if any.

Advances Column: The charges based upon difference between the through rate and the foreign road's proportion. If not collected, show "Paid In," after entry in rate column.

Prepaid Column: If prepaid on through rate, show the charges based on the whole balance.

(3) Local waybills billed to junction stations with foreign lines, when balance of through rate is less than the foreign road's proportion of the through rate.

<table>
<thead>
<tr>
<th>Rate Column</th>
<th>Through rate, the foreign road's proportion and the difference between the through rate and foreign road's proportion.</th>
</tr>
</thead>
</table>

Freight Column: Junction settlement. Nothing.

Advances Column: The charges based upon difference between the through rate and foreign road's proportion, when charges are to be collected at destination. Transit agent shall credit operator with charges based on extension of actual inbound rate against the outbound transit tonnage. Adjustment correction shall be issued. If not collect, show "Paid In," crediting operator with reduction shown on the adjustment correction.

Prepaid Column: If prepaid on through rate, show the charges based on foreign road's proportion.

(4) Interline waybills.

<table>
<thead>
<tr>
<th>Rate Column</th>
<th>Through rate, the rate used on the inbound movement and the difference between the two, i.e., &quot;Balance of the through rate.&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Through rate: 26$  Inbound rate: 20$  Balance rate: 6$</td>
</tr>
</tbody>
</table>

Freight Column: Charges based upon balance of the through rate.

Advances Column: Charges based upon inbound rate when charges are to be collected at destination. Transit agent shall credit operator with these charges, or, if not collect, show "Paid In," after entry in rate column.

Prepaid Column: If prepaid on through rate, charges based on balance.
REVENUE WAYBILLS—SHIPMENTS GRANTED TRANSIT PRIVILEGE (CONT.)

3138. (CONT.)

(B) On other than U.S. Government shipments when the Through Export rate is less than the actual inbound rate, the rates and charges shall be shown as follows:

Rate Column. Through Export rate and inbound rate reduced to equal the Through rate. (See Note)

Example: Through Export rate.................. $1.00
Inbound rate...................................... $1.00

Balance..............................................

NOTE: Whether charges are collect or prepaid inbound, adjustment correction shall be issued against the inbound waybill reducing the charges in the freight column only. The reduction shown thereon is to be credit to transit operator and adjusted:

(1) For local shipment inbound forward correction to Supervisor Revenue Accounting for reporting in Class 49.
(2) For interline shipment inbound, list on A.D. 1608, list of freight items for relief, attaching two copies of correction and forward to Supervisor Revenue Accounting. Do not mail copies to origin road auditor or agent.

Freight Column. Nothing

Advances Column. When the inbound charges are to be collected at destination show charges based upon the reduced inbound rate. Transit agent shall credit operator with these charges. On outbound prepaid shipments show "Paid In."

Prepaid Column. If shipment is collect, nothing, or if prepaid on through rate, show "Fully prepaid."

(C) On outbound transit waybill under caption "Inbound Billing References" enter actual paid in rate.

3139. (A) Charges paid by transit operator for forwarding freight shall be shown as prepaid.

Charges Paid By Transit Operator

(B) When transit shipment is fully prepaid, collection shall be made from the operator on the basis of the balance of the through rate plus any additional charges required by the transit tariff.

When shipment is Fully Prepaid

3140. (A) Where a Grain Inspection Privilege is granted and shipment is reforwarded on the inbound waybill with a change of destination, no change shall be made in the advances or prepaid on the original waybill. The agent at the station at which the grain etc., is inspected on track and reconsigned shall change the heading on the waybill to the new destination. The rate and freight charges shall be corrected to the proper rate and freight charges to the new destination: If prepaid do not change advances or prepaid on original waybill; if the inbound charges to inspection point are prepaid a notation shall be made on the waybill "Prepay to Apply." When the inbound charges or the through charges are paid at the inspection point a prepaid only waybill shall be prepared to the new destination and in all cases a notation shall be placed on the original waybill reading "Shipment has received inspection privilege at (point at which inspected) under provisions of tariff I.C.C.___________________."
A.D. 206

REVENUE WAYBILLS - SHIPMENTS GRANTED TRANSIT PRIVILEGE (CONT'D)

3140. (CONT'D)

(B) Where charge for grain inspection is to be collected, advance only waybill shall be prepared for this charge. Copy of the advance only waybill shall be forwarded to supervisor revenue accounting for reporting in Class 15 or 25. If the balance of the thru rate and inspection charge are collected at inspection point the amount collected at inspection point the amount collected shall be shown as prepaid on the advances waybill. Extra copy of advances only waybill shall be utilized for reporting in Class 58.

3141. (A) The transit charge shall be assessed in accordance with the provision of the governing transit tariff and collected on the outbound transit waybill except as provided in (D), (E) and (F) below.

(B) In instances where this charge applies on the inbound shipment and is published as a cents-per-hundred weight subject to a per car minimum the following shall govern,

(1) Where the transit operator is agreeable, the cents-per-hundred weight charge shall be assessed on the entire inbound tonnage at the time of the first cancellation (subject to the per car minimum).

(2) Where the transit operator is not agreeable, the cents-per-hundred weight charge shall be assessed on the amount of tonnage surrendered at the time of the first cancellation (subject to the per car minimum). Each subsequent cancellation which requires an additional assessment shall be made in consideration of the amount previously collected.

(C) This charge shall be accounted for under freight column. (See Exception)

(D) On U. S. government transit traffic see separate instructions under U. S. government shipments.

(E) In instances where transit operator insists on a miscellaneous freight bill for this charge, such is permissible; however, manager, revenue accounting shall be so advised.

(F) In instances where transit operator elects to prepay this charge at origin, such is permissible. However, manager, revenue accounting shall be so advised. The forwarding agent shall enter this charge in the prepaid column only and the receiving (transit) agent shall issue a miscellaneous bill for adjustment of agent’s account only, reporting in Class 58.

3142. Out-of-Route charges shall in all instances (except as prohibited by manner of tariff publication) be shown separately in the freight column, and so designated by the prefix “O-O-R”.

3143. (A) When the inbound movement is settled by the Pennsylvania Railroad Company the transit agent shall maintain such records in the following manner:

(1) When inbound shipments are recorded for transit, agent shall attach a copy of inbound freight waybill to form A.D. 3671. This file is to be maintained in duplicate.

(2) Complete outbound transit waybill reference shall be entered in space provided.

(3) When all tonnage has been accounted for, or after one year (from freight bill date) whichever occurs first, forward original to manager, revenue accounting, Department 266.

(4) Copy of such form shall be retained as an agency record.

(5) These forms shall be maintained separately for each transit operator at the transit point.
REVENUE WAYBILLS - RECEIVED

3149. (A) Agents shall be responsible for securing revenue waybills for all shipments received at their stations. Agent is responsible for securing "Advances Only Waybills" for any charges accruing enroute. Memo waybills, car cards or non-revenue waybills shall be held by the agent until the revenue bill is received. Foreign roads non-revenue car movement waybills shall be attached to the revenue waybill when forwarded to Supervisor, Revenue Accounting for reporting. Local non-revenue waybills or car cards shall be filed by destination station.

(B) When revenue or advance only waybills are not received within five days after arrival of car, agent shall telegraph agent involved for copy of waybill. If agent does not secure revenue waybill within 30 days of receipt of freight, he shall notify the manager, Revenue Accounting, advising effort he has made to secure billing.

(C) Agents shall stamp received waybills in destination block, with A.D. 80 number and name of delivery station (not the parent station), apply proper patron code and forward promptly via the most expeditious method to the Supervisor Revenue Accounting for reporting.

(D) Supervisor Revenue Accounting is responsible for the revision of waybills to insure the patron is presented with a correct freight bill in the first instance. Revision personnel shall scrutinize both the face and back of waybills for notations or other information which may affect the total charges collectible.

A legible impression of revisor's and computer's rubber stamp shall be placed on waybills revised and computed. The type in revisor's stamps shall be set up daily, to show the date on which the revision for the day is accomplished.

3149. (E) When waybills carry notations, other than perishable protective service, that a miscellaneous service has been rendered in transit and the charges shall be collected with the freight charges and no advances only or miscellaneous bill is received, A.D. 5628 shall be prepared, in duplicate, by the revision clerk, forwarding one copy to destination agent, and one copy for open file of supervisor for policing reporting of bill. Revisor shall note above the item involved on waybill "A.D. 5628" and date to indicate protection of accessory charges.

Freight agent shall, where necessary, utilize A.D. 5628 for collection of charges, support 0 & A remittance and to obtain advance only waybill.

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(F) When an error is discovered affecting the advances or prepaid on original revenue waybill, correction showing full authority for charge shall be issued promptly, except that when difference in advances is less than $1.00 the amount shall be added to or deducted from the freight charges, and no correction issued.

Corrections shall not be issued for changes in advances or prepaid resulting from scale weights obtained on lines of waybilling carrier.

3150. (A) It shall be the agent's responsibility to place the correct code number on inbound collect and outbound prepaid waybills, overpaid waybills, miscellaneous bills and corrections. Agent shall place correct code number (credit patron code, cash code, government code, offset code or miscellaneous service code) legibly as follows:

1. Original inbound collect waybills and overpaid waybills. Place code after consignee's name.

2. Miscellaneous service bills. Place code after name of patron from whom charges shall be collected. Type of service code shall be placed in space provided for on form or in upper right hand corner and indicate "type xxx".

3. Corrections shall be coded as inbound collect waybills as in item (1).

4. If the name of the patron paying the bill is different than the name of the consignee or shipper, an X shall be placed after the code number in order that supervisor revenue accounting shall know an error was not made in coding.

(B) List of credit patron codes shall be furnished each agency by the supervisor revenue accounting. When additional patrons are to be extended credit, a code number shall be obtained from the supervisor credit and collections.

(C) Cash code shall consist of six digits. The first two (2) digits shall be "97" followed by the four (4) digits of the assigned zone station number.

(D) Government code shall consist of six digits. The first two (2) digits shall be "96" followed by the four (4) digits of the assigned zone station number.

(E) Offset code shall consist of six digits. The first two (2) digits shall be "94" followed by the four (4) digits of the assigned zone station number.
Agents shall code miscellaneous services freight bills to show the type of service performed. Type of service code consists of three (3) digits and is shown in chart 137 series issued by Manager Revenue Accounting. "Code numbers to be assigned receipts from miscellaneous sales and services."

Supervisor Revenue Accounting shall check all documents for patron code, cash code, government code, offset code, commodity code and miscellaneous service type code applied by agents. Missing codes shall be applied and corrective action taken with the agent. Items appearing on documents that must be key-punched will be circled in accordance with coding instructions. Special attention shall be given to the legibility of all codes so they can be correctly read by key-punch operators.

Codes applied to all bills shall be shown on the bill at the locations indicated for each code.

Supervisor Revenue Accounting, Philadelphia, shall be responsible for coding Plan V LTL waybills.

Route codes, for mechanical distribution of revenue between participating carriers, shall be applied by the supervisor revenue accounting.

Manager revenue accounting has distributed "Ready Reference" route code cards applicable to each region. In addition, chart series 3000 has been distributed for each origin railroad showing all code numbers assigned to the various routes. Cargo coal route codes are shown in chart series 2000.

When the route shown in route block of waybill is incomplete, junction stamps shall be examined to determine the route shipment traveled.

When a route code cannot be located, for an infrequent movement for which route code has not been assigned, the digit indicating the number of roads in the route, followed by two zeros shall be used as the code number. If the number of roads in route exceeds 8, use code 800.

Supervisor revenue accounting shall apply commodity "Pre" and/or "Class" codes as called for in either "Ready Reference" route cards or chart 3000 series. "Pre" codes shall be indicated to left of STCC number. "Class" codes shall be indicated to right of STCC number. In each instance code shall be separated from STCC number by a hyphen, as: "Pre": 01-0139310
"Class": 0139310-8

Application of route codes and commodity Pre and/or Class codes shall be governed by general instructions distributed with 3000 series charts.

All TrucTrain waybills shall be "Pre" coded in "90" series as follows: Plan I "91"; Plan II "92", etc.
REVENUE WAYBILLS - RECEIVED CONT.

3151.  WHEN ADVANCES AND PREPAID CHARGES HAVE BEEN CHANGED EN ROUTE AND WAYBILL SHOWS AUTHORITY FOR CHANGE, SUPERVISOR REVENUE ACCOUNTING SHALL REPORT WAYBILL AT CORRECTED FIGURES AND ISSUE CORRECTION ON FORWARDING AGENT. SUPERVISOR REVENUE SHALL NOT ACCEPT CORRECTIONS REDUCING CHARGES UNLESS FULL AUTHORITY IS SHOWN. IN CASE OF DOUBT, SUPERVISOR SHALL COLLECT LARGER AMOUNT PENDING INVESTIGATION.

3152.  WAYBILLS FOR CARS CONTAINING PERISHABLE FREIGHT SHALL BE INSPECTED TO SEE CHARACTER OF SERVICE AS PROVIDED IN PERISHABLE PROTECTIVE TARIFF UNDER WHICH SHIPMENTS MOVED AND TO DETERMINE IF PROPER CHARGES APPEAR ON THE BILLING FOR THAT SERVICE.

WHEN NOTATIONS APPEAR ON WAYBILL INDICATING, BY TIME AND DATE OF PLACEMENT, TIME AND DATE OF RELEASE OF CAR AT LOADING POINT, THAT DETENTION CHARGES ARE ASSESSABLE, AND THERE IS NO INDICATION THAT CHARGES WERE PAID AT LOADING POINT, THE TARIFF CHARGES SHALL BE COLLECTED. REFER TO PARAGRAPH 3241-B FOR PREPARATION OF FORM A.D. 3011.

3153.  FOR CHANGES MADE ON WAYBILLS THE REASON SHALL BE SHOWN. ORIGINAL FIGURES SHALL BE CROSSED OUT AND CORRECTED FIGURES INSERTED BY TYPewriter USING BLACK RIBBON, OR IF WRITTEN USING BLACK INK OR SOFT BLACK LEAD PENCIL SO THAT BOTH ORIGINAL AND CORRECTED FIGURES ARE LEGIBLE. NO FIGURES SHALL APPEAR IN MONEY COLUMNS EXCEPT THOSE PLACED THERE BY FORWARDING AGENT, OR CORRECTED FIGURES MADE AS A RESULT OF REVISION.

3154.  WHEN AN INTERLINE WAYBILL READING FROM A STATION ON THE P.R.R. IS CHANGED TO READ TO A STATION ON THE P.R.R., AGENT AT POINT WHERE CHANGE IS MADE SHALL SHOW PLAINLY ON WAYBILL AUTHORITY FOR THE CHANGE AND WHEN ADVANCES OR PREPAID ARE AFFECTED, ISSUE CORRECTION, AND ATTACH A COPY SECURELY TO THE WAYBILL. COPY OF CORRECTION SHALL ALSO BE FORWARDED TO BILLING AGENT. AGENT AT NEW DESTINATION SHALL REVISE WAYBILL AND REPORT AT CORRECTED FIGURES.

3155.  (A) DESTINATION AGENT SHALL NOT VOID A RECEIVED WAYBILL UNLESS AUTHORIZED BY A CORRECTION ISSUED BY FORWARDING AGENT OR AUDITOR. IF SUCH CORRECTION IS RECEIVED BEFORE WAYBILL IS REPORTED, AGENT SHALL MARK WAYBILL "VOID" AND ATTACH COPY OF CORRECTION TO BACK OF WAYBILL; SUPERVISOR REVENUE ACCOUNTING SHALL ENTER WAYBILL ON RECEIVED REPORT SHOWING BILL NUMBER ONLY.

(B) WHEN TWO WAYBILLS HAVING DIFFERENT NUMBERS ARE RECEIVED FOR SAME SHIPMENT, AGENT SHALL LIST ONE OF THEM AND HOLD THE OTHER, TAKING UP WITH FORWARDING AGENT TO OBTAIN CORRECTION VOIDING THE WAYBILL NOT REPORTED.

3156.  WHEN A REVENUE WAYBILL TO AGENCY STATION SHOWS CHARGES "COLLECT" AND CONSIGNEE PRESENTS RECEIPTED BILL OF LADING FOR NOT LESS THAN THE THROUGH CHARGES, OR, IF BILL OF LADING IS SIGNED BY AGENT AT POINT OF SHIPMENT SHOWING CHARGES WERE FULLY PREPAID, THE PROPERTY SHALL BE DELIVERED AND CORRECTION ISSUED, PLACING WAYBILL ON PREPAID BASIS.
3157. (A) When bill of lading shows "To be prepaid" and/or the amount received to apply in prepayment, and "No recourse" clause is signed, agent at destination shall collect the additional charges.

(B) When revenue waybill shows charges collect, or insufficiently prepaid, and consignee presents bill of lading containing receipt for less than the through charges, or, if bill of lading does not contain notice that charges will be collected from shipper, agent shall explain to consignee and collect charges due. When bill of lading contains only a notation "Prepaid," or agent has reason to believe that charges were not prepaid in full, he shall collect charges, or hold shipment and wire billing agent for information. If such information is not received within twenty-four hours, agent shall report to district sales manager and await his advice as to delivery of shipment.

3158. On all local prepaid shipments billed to agency or non-agency stations, except household goods or shipments consigned from and to the same party, when the amount of prepayment is insufficient, or, if billed collect to non-agency station, agent having jurisdiction shall make delivery and collect charges from consignee. If unsuccessful and shipment is billed through from point of origin to destination, correction making shipment read fully prepaid shall be issued and forwarded promptly to billing agent.

3159. (A) When interline waybills covering less carload shipments destined to non-agency stations are received and freight charges are billed collect or amount of prepayment is insufficient, agent having jurisdiction shall make delivery and collect charges from consignee. If unsuccessful and shipment is billed through from point of origin to destination, correction making shipment read fully prepaid shall be issued and forwarded promptly to billing agent.

(B) Carload shipments consigned to a prepaid station billed freight charges collect shall be held at station having jurisdiction until charges are collected or advice is received from origin line that waybill should be corrected to read prepaid, unless consignee is on credit list.

(C) When charges on interline waybill destined to an agency station have been prepaid, the amount being insufficient, and consignee presents bill of lading indicating intention of shipper to prepay in full, the matter shall be taken up with agent at point of shipment, but collection should be made pending investigation, unless consignee is on credit list.

(D) When correction is received increasing only the freight charges on interline prepaid waybill, supervisor revenue accounting shall promptly present corrected freight bill and endeavor to make collection. If consignee refuses to make payment and presents bill of lading showing shipment to be fully prepaid, correction shall be issued making charges fully prepaid.

3160. When a shipper requests agent at destination not to deliver a shipment, agent shall hold property, promptly report facts to the district sales manager and give any additional information he may have.
REVENUE WAYBILLS — RECEIVED CONT.

3161. On interline received shipments for which charges are guaranteed by shipper, agent shall hold freight and notify forwarding agent immediately when consignee refuses to pay charges. Manager Revenue Accounting should be advised and in case of perishable shipments notify the freight claim agent.

3162. Destination agents shall supply information omitted on waybills received. Mutilated waybills shall be mended by pasting paper on back of waybills.

3163. (A) Where there is evidence of loss of lading enroute, interline waybills shall not be changed for alleged loss of coal or coke. Waybills shall be reported at correct figures for original weight. Should consignee refuse to pay original charges, claiming loss of lading, relief for outstanding charges shall be obtained by listing on A.O. 1608, attaching supporting papers showing evidence of such loss.

(B) Where there is evidence of loss of lading on local shipments of coal or coke originally billed at actual weight, freight charges shall be assessed on new scale weight and waybill listed at corrected figures. Corrections shall not be issued on coal and coke on prepaid shipments, as shippers will be reimbursed through claim channels.

3164. Waybills for shipments wrecked and destroyed, or disposed of under freight claim agent's instructions, shall be accounted for by agent whose jurisdiction covers point at which wreck occurred. Heading of waybill shall be made to read to that station, but no change is to be made in rate or charges. Notation shall be made on waybill as to why changes were made. Relief for uncollected charges shall be obtained by listing on A.O. 1608.

3165. Waybills for inbound shipments to a switching carrier shall be reported by receiving agent and shipment transferred to connecting line on switching bill. When car is consigned to one party, care of another party, or when evidence that car is leased is shown on the waybill, the switching waybill shall show this information.

3166. The party who superintends unloading and wasting of slag, ashes and other refuse material received from industries to be wasted by P.R.R. shall note on back of waybill, point at which material was unloaded, date of unloading, and turn waybill over to agent having jurisdiction over point of unloading. Agent must change heading of waybill to read to his station, and forward to supervisor revenue accounting for reporting.

3167. Weight on revenue waybills must be checked against scale weights, using care to observe minimum. On received waybills, supervisor revenue accounting shall enter in weight column, net scale weight, subject to minimum, and extend freight charges and when billed prepaid extend in prepaid column.

3168. (A) When shipments billed "To be weighed" are not weighed, agent shall secure best information obtainable as to actual weight and assess charges accordingly, noting on waybill basis for weight used. Cars received from connecting lines and weighed shall be handled as instructed in paragraph 3073.
REVENUE WAYBILLS - RECEIVED CONT.

3168. (B) When cars are weighed light or loaded at request of consignee, a notation
(Cont.) shall be placed upon revenue waybill, miscellaneous bill prepared to
cover any charges assessed and forwarded to supervisor revenue
accounting for reporting in class 58.

3169. Changes shall not be made on waybills for coal and coke shipments
weighed for billing purposes, and which are reweighed at request of
shipper or consignee. Should request be made for change in original
weight, advise coal sales manager.

On other than coal and coke shipments, change on waybills based on
weights ascertained by reweighing shall be made if provided by tariff,
otherwise request shall be referred to district sales manager.

3170. Freight charges on waybills shall be corrected to basis of out-turn
weight, when provided for by tariff authority of the originating
carrier or when consignee has made a destination weight agreement.

3171. Transfer bills for carload shipments delivered to connecting lines
on estimated weights shall be noted "weigh and correct." When
scale weight is obtained, issue correction to scale weight.

3172. (A) When a car is received at destination on a PRR non-revenue car
movement waybill, check to see if any accessoril charges or other
notations involving additional charges are shown. If so, the freight
bill tendered patrons shall include these charges. Agent at
destination is responsible for obtaining advance only waybills
to cover such charges.

(B) Notations on non-revenue waybills relative to accidents to cars or
lading en route, loss of lading, etc., shall be transcribed to the
revenue waybill.

(C) PRR non-revenue waybills shall be filed by agent except when revenue
waybill is prepared by foreign line, in which instance the PRR non-
revenue waybill shall be attached to the revenue waybill.

(D) Foreign road non-revenue car movement waybills shall be checked and
all notations added en route involving miscellaneous services shall
be transcribed to the revenue waybill and charges included in freight
bills tendered patrons. Notations relative to loss of lading, etc.,
shall also be transcribed to the revenue waybill.

(E) Foreign roads' non-revenue car movement waybills covering carload
shipments shall be attached to the revenue waybills when reported.

(F) All foreign roads' non-revenue car movement waybills covering less
carload shipments moving in solid car to destination shall be filed
by agent.
REVENUE WAYBILLS - RECEIVED CONT.

3173. (A) Destination Agent is responsible for determining that all revenue waybills and miscellaneous bills are reported for all freight delivered to and services performed at stations under his jurisdiction.

For all carload shipments received, the agent shall post origin station, waybill number and date to block 42 of demurrage placement card; recording and posting shall be performed as noted in paragraph 3019, from the original revenue waybill. Revenue waybills shall be forwarded to Supervisor Revenue Accounting for reporting promptly upon receipt.

(B) Supervisor Revenue Accounting shall forward to the agent daily a machine listing of every item reported in the account for his station that day. "Agent's Station List of Reported Items" shall be checked by agents with their records to determine that all bills were reported for all shipments received and miscellaneous services performed.

Upon receipt of "Agent's List of Reported Items" from Supervisor Revenue Accounting, the reported date indicated thereon shall be posted to A.D. 1654 or A.D. 1635. Truck and supervisory bills shall post reporting date to CT 7515. If record is received of a second reporting of the same revenue waybill, Supervisor Revenue Accounting shall be notified immediately.

Records shall not be filed until this information is posted for all cars received.

If agent does not promptly receive list of reported items, the supervisor revenue accounting shall be contacted and steps taken to insure reporting date is furnished.

(C) Agents receiving diverted cars without revenue waybill shall telegraph agent at original billed destination.

3174. Agents receiving waybills for cars which do not arrive within five (5) days, considering character of lading and distance, shall contact car service officer for trace and location of car. Where there is more than one station at destination point, agents shall check with each other. When car cannot be located, waybill shall be forwarded to manager Revenue Accounting with complete file.

3175. Waybills for damaged, stolen, refused or unclaimed freight shall be included on received lists, and outstanding charges carried until collected or relief is taken on A.D. 1608.

3176. Certificates furnished to destination agents to enable them to establish description of shipments, such as "feeder" or "stocker live stock" shall be attached to back of waybill listed to manager, Revenue Accounting.

3177. Waybills received covering shipments consigned to shippers associations or shippers agents should have reference thereon to beneficial owners. Where this information is not shown, agents shall wire origin for name of beneficial owners before delivering the car. When this information is received, it shall be transcribed to the waybill.
FREIGHT ACCOUNTING

LIST OF WAYBILLS FORWARDED

3217. (A) Agent shall account on A.D. 1614 for every waybill number used and shall forward A.D. 1614 and copy of every outbound waybill to the Supervisor Revenue Accounting having jurisdiction. Agent shall check A.D. 1614 with list of waybills reported to insure every waybill is reported to Manager, Revenue Accounting.

(B) "Memorandum of Waybills Forwarded". A.D. 1614 shall show the waybill numbers used, duplicated, dropped or to be accounted for subsequently. A.D. 1614 shall be forwarded to Supervisor Revenue Accounting every day a waybill number is used, except on the last day of month when it shall be prepared to indicate closing number for the month.

(C) Agents shall not forward waybill copies on prepaid cars to be weighed, with A.D. 1614, until weights have been received and freight bill and revenue waybill are completed. Waybill number for car to be weighed shall be shown in Column 3. When waybill copy is completed, agent shall list waybill number in Column 4.

(D) Columns 1, 2, 3, and 4 must be completed to show information indicated. Agents are cautioned to insure proper close-out of waybill numbers shown in Column 3. Waybill copies shall be attached to the A.D. 1614 and the copies shall be in waybill number order.

On prepaid waybills, the number of freight bill copies required by the patron in addition to freight bill, shall be attached to each prepaid waybill copy. Prepaid waybills with advances, agent shall attach extra copy to cover advances.

On collect shipments only the waybill copy shall be attached. Collect shipments with advances or advance only waybills, one additional copy of the bill shall be attached to waybill copy.

(E) Supervisor Revenue Accounting shall check A.D. 1614 to verify receipt of waybill copy for each number listed in columns 1 and 4. A.D. 1614 forms showing waybill number in column 3 shall be held in open file until waybill number is accounted for in Column 4. Delay in receipt of A.D. 1614 and waybill copies shall be handled with agent for correction. Excessive or continuous delays shall be referred to the Supt. of Stations for correction.

(F) Supervisor Revenue Accounting shall furnish agent with a daily machine listing of all reported items, "Agents Station List of Reported Items", Agent shall post the reporting date to A.D. 1732 (Waybill Reporting Record for Demurrage Placement Cards)

Switching or other records for cars not subject to demurrage.

(G) Common Carrier, Plan I movements both local and interline waybills shall be numbered in a single four (4) digit series of numbers commencing with 0000 and closing with 9999. This series to rotate and start again regardless of day, month, or year. This series is to be prefixed with the number 23 when local shipment or number 13 when interline shipment (1st number if local 230000, 2nd number if interline 30001, 3rd number if local 230002, etc).

Waybills shall carry the same waybill date as date trailer is tendered.

TrucTrain Supervisor at origin terminal shall examine the waybill to verify information called for on the form is correctly shown in blocks provided and arrange to secure necessary information omitted by Motor Common Carrier.

(H) TrucTrain Supervisor at origin terminal shall account for every waybill number used on A.D. 1610. A.D. 1610 shall be forwarded to Philadelphia, Supervisor Revenue Accounting every day a waybill number is used, except on the last day of the month when it shall be prepared for each series of waybill numbers to indicate closing number for the month.
FREIGHT ACCOUNTING

LIST OF WAYBILLS FORWARDED (CONT.)

3217. (CONT'D)

(H) CONT. A.O. 1610 SHALL BE NUMBERED IN SEQUENCE, COMMENCING WITH NUMBER ONE ON JANUARY 1ST OF EACH YEAR.

(I) LOCAL FORWARDED SHIPMENTS SHALL BE LISTED ON A.O. 1610 IN PROPER WAYBILL SEQUENCE. ORIGINAL WAYBILL SHALL BE ATTACHED FOR REPORTING AND COLLECTION OF CHARGES BY PHILADELPHIA SUPERVISOR REVENUE ACCOUNTING. CHARGES ON LOCAL WAYBILLS SHALL BE COMPLETED BY PHILADELPHIA SUPERVISOR REVENUE ACCOUNTING.

Supervisor TrucTrain shall forward Auditor's copy of waybill to Supervisor Revenue Accounting having jurisdiction over origin terminal for class 23 reporting without charges.

(J) Supervisor TrucTrain shall place freight charges on Plan I Interline Forwarded waybills. Waybill numbers shall be listed on A.O. 1610 with Auditor's copy of waybill attached and forwarded to Philadelphia Supervisor Revenue Accounting daily as instructed in paragraph "H".

(K) Supervisor Revenue Accounting Philadelphia shall maintain control of the waybill numbering by checking the A.O. 1610 received from each terminal.

(L) Freight - Waybill manifest, prepared by the consolidator, shall be completed by the TrucTrain supervisor at origin. Blocks headed "For Railroad Use" and "PRR Proportion" shall be completed by the supervisor revenue accounting, Philadelphia.

Waybill numbers shall be listed on A.O. 1610 marked "Plan V L.T.L." and forwarded daily to Supervisor Revenue Accounting, Philadelphia. Original waybill - manifest with one copy of the individual motor carriers waybills shall be attached to A.O. 1610.

Supervisor Revenue Accounting, Philadelphia shall verify the individual waybills against the freight waybill manifest for accuracy and clarity of information. Original waybill - manifest shall be reported in class 48.

Supervisor TrucTrain shall attach Auditor's copy of freight-waybill manifest to A.O. 1611 and forward daily to Supervisor Revenue Accounting having jurisdiction for reporting in class 28 as outbound collect with estimated revenues shown in the "PRR Proportion" block of the form.

(M) Supervisor Revenue Accounting shall sort all waybill copies and reporting documents by A.O. classes for listing.

Supervisor Data Processing shall maintain balance and control of revenue by use of punch card or tape prepared from source documents.
**Freight Accounting**

**List of Waybills Forwarded (Cont.)**

(A) Listings of all waybills shall be in format designated by Manager Revenue Accounting by classes as follows:

**Accounting Department Classification Codes (NRA Chart 161)**

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<th>Local</th>
<th>Interline</th>
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(B) A.O. Class List shall be prepared daily for the Manager Revenue Accounting. Items on the report out of balance, shall be indicated by an asterisk. Supervisor Revenue Accounting shall remove waybills and cards for asterisk items. Unbalanced cards shall be machine totaled and equal the unbalanced total on report. Errors shall be corrected and waybills listed on next report.

(C) Class List shall show month, day and year of report, assigned zone number and shall be numbered consecutively starting with number one for each class daily.

(D) Totals of each class shall be summarized on separate report for all A.O. Classes listed.

(E) Supervisor Revenue Accounting shall micro-film all documents as listed for retrieval purposes.

(F) Supervisor Revenue Accounting shall forward daily to Manager Revenue Accts. A.O. 1850 with supporting documents, class list, reported documents in order of report and waybill detail cards.

(G) Supervisor Revenue Accounting shall adjust, by correction, any errors in listing, billing or duplicate listing other than those errors indicated by an asterisk on listing.

(H) All documents listed shall be perforated by supervisor revenue accounting to indicate month, day and year listed and assigned zone accounting number.
LIST OF WAYBILLS RECEIVED

IT IS ESSENTIAL THAT FREIGHT REVENUES FOR THE MONTH SHALL INCLUDE THE EARNINGS ON ALL FREIGHT WHICH HAS REACHED DESTINATION, AND TO ASSIST THE MANAGER REVENUE ACCOUNTING TO PROPERLY ACCRUE FOR SUCH SHIPMENTS NOT REPORTED ON LISTS OF INTERLINE AND LOCAL WAYBILLS RECEIVED (AD 1603 (CLASS 30 THROUGH 37) AND AD 1604 (CLASS 40 THROUGH 47), THE FOLLOWING PROCEDURE SHALL BE USED:

FREIGHT CHARGES ON REVENUE WAYBILLS ON HAND

FREIGHT AGENT, ON THE FIRST WORKDAY OF A CALENDAR MONTH, EACH AGENT SHALL TABULATE THE FREIGHT CHARGES, SEPARATELY FOR LOCAL AND INTERLINE RECEIVED, OF ALL REVENUE WAYBILLS ON HAND, INCLUDING WAYBILLS ON SCRAP IRON, ETC., HELD FOR OUTTURN WEIGHTS, REPRESENTING TRAFFIC WHICH ARRIVED AT DESTINATION OR THE DESTINATION SERVING YARD AS OF MIDNIGHT ON THE LAST DAY OF THE PRECEDING MONTH. AGENTS SHALL CONTACT SERVING YARDS TO SECURE THE ABOVE INFORMATION. ON SUCH DOCUMENTS INCLUDED IN THE TABULATION, PLACE A RED "X" IN THE UPPER RIGHT-HAND CORNER.

CAR COUNT ON CAR CARDS, MEMO WAYBILLS, ETC., AND SPECIAL CAR COUNT ON LAKE COAL, ORE AND GRAIN

IN ADDITION, A COUNT SHALL BE MADE OF THE NUMBER OF CAR CARDS, CAR MOVEMENT WAYBILLS, ETC., ON WHICH REVENUE WAYBILLS HAVE NOT BEEN RECEIVED. AT SELECTED DESTINATIONS, LISTED BELOW, SEPARATE COUNTS SHALL BE MADE ON LAKE COAL, ORE AND GRAIN CARS ON HAND. ON THESE DOCUMENTS INCLUDED IN CAR COUNTS, PLACE A RED CHECK (X) IN THE UPPER RIGHT-HAND CORNER.

CAR COUNT ON TIDewater AND INLAND UNIT TRAIN (EASTERN REGION ACCOUNTS ONLY)

AGENT SHALL ADVISE COUNT OF ALL CARS DUMPED, DELIVERED OR ON HAND AT DESTINATION OR DESTINATION SERVING YARD AS OF MIDNIGHT WHICH HAVE NOT YET BEEN REPORTED BY THE EASTERN REGION SUPERVISOR OF REVENUE ACCOUNTING. SUCH COUNT SHOULD BE COMPLETED ON THE SECOND WORKING DAY AFTER THE CLOSE OF BUSINESS. IN Compiling car count, eliminate all cars appearing on lists of reported items and copies of freight bills included in reports by the Supervisor, Revenue Accounting for the calendar month including up to the last day.

TELEPHONE REPORT

THE TOTAL FREIGHT CHARGES ON REVENUE WAYBILLS, SEPARATED BETWEEN LOCAL AND INTERLINE, TOGETHER WITH A COUNT OF THE NUMBER OF CARS COVERED BY MOVEMENT WAYBILLS, ETC., SHOULD BE TELEPHONED TO YOUR ASSISTANT SUPERINTENDENT OR SUPERVISOR STATIONS. EXTREME CARE MUST BE EXERCISED BY ALL FREIGHT AGENTS IN ORDER TO PREVENT DUPLICATION OF REVENUE ON SHIPMENTS ON HAND WITH WAYBILLS AND/OR CAR CARDS OR MEMORANDUM WAYBILLS.

ASSISTANT SUPERINTENDENT OR SUPERVISOR STATIONS

THE ASSISTANT SUPERINTENDENT STATIONS OR SUPERVISOR OF STATIONS FOR EACH DIVISION WILL BE CHARGED WITH THE RESPONSIBILITY FOR SECURING AND CONSOLIDATING THE INFORMATION DESIRED FOR THIS DIVISION. THE CONSOLIDATED REPORT SHALL BE RECORDED ON A FORM 5646 IN DUPLICATE. EACH DIVISION SHOULD LIST IN THE FIRST COLUMN ALL OF THE AGENCIES IN THE DIVISION TO ASSURE A REPORT IS RECEIVED FROM ALL AGENCIES. WHEN COMPLETED, THE ORIGINAL COPY OF FORM SHALL BE FOWARDED DIRECTLY TO THE MANAGER REVENUE ACCOUNTING MARKED FOR THE ATTENTION OF DEPT. 230.

HE WAY, IF HE DESIRES, DESIGNATE STRATEGIC AGENCIES TO SECURE AND CONSOLIDATE REPORTS FROM GROUPS OF STATIONS BUT IT WILL STILL BE THE RESPONSIBILITY OF THE ASSISTANT SUPERINTENDENT OR SUPERVISOR, STATIONS TO FURNISH THE CONSOLIDATED REPORT FOR HIS DIVISION TO THE REGIONAL SUPERVISOR REVENUE ACCOUNTING NO LATER THAN 10:00 A.M. ON THE 3RD WORKING DAY.
SUPervisor, Revenue Accounting - Regional Controller's Office

On the first working day of the calendar month an adding machine list shall be made of the freight charges for all local and interline collect and prepaid received waybills, separately, on hand in your office not included in the AD 1603 (Class 30 through 37) or AD 1604 (Class 40 through 47) lists reported for the preceding calendar month.

As mail is received on the first and second working days of the calendar month, supplement such adding machine list by additional bills received from agents which fail to have the appropriate indication in the upper right-hand corner, and destination serving yard stamp is dated in previous month, thereby indicating that such bills were in transit and not previously tabulated. To this, add the freight charges of local and interline received called in by the Assistant Superintendent or Supervisor Stations of the Divisions under your jurisdiction. Also, consolidate the number of cars on movement waybills called in by the Assistant Superintendents or Supervisors Stations of the Divisions under your jurisdiction. No later than the third working day of the calendar month the Grand Recapitulation should be telephoned to the Manager Revenue Accounting Office (extension 2325 or 2326), including a report of cars of coal, one and grain on hand at selected destinations as listed below.

The consolidated report shall be recorded on Form 5646 in duplicate. Upon completion, forward the original to the Manager Revenue Accounting Office marked for attention of Dept. 290.

GRAIN


ORE


Lake Coal

Ashtabula, O.  Erie, Pa.  South Point, O.

Tidewater Coal

Baltimore Canton, Md.  Greenwich Coal Piers  South Amboy, N.J.

Inland Unit Train Destinations

Cromby, Pa.  Holland, N.J.  Vienna, Md.
Edgemoor, Del.  Martins Creek, Pa.

Car count separately for local and interline at all stations.
3241. (A) Prior to forwarding received waybills to supervisor revenue accounting for reporting, agent shall place correct patron, offset or miscellaneous code at the specific location designated for each code. Agent shall show the final destination by a legible impression of stamp showing number and name of delivering station in the "To Station" block of waybill.

(B) Revision section of supervisor revenue accounting shall maintain tariff file for use of revision personnel. Prior to listing received waybills revision personnel shall examine waybills as to classification, routes, weight, miscellaneous charges and verify rates, routes and extension of charges. When perishable protective charges, loading charges, back haul or other miscellaneous charges are in the freight column of interline waybills, revisor shall prepare form A.D. 3011 and attach it securely to the back of waybill. Revisor shall make a specific entry on A.D. 3011 for each item to be charged and verify that such entries are shown in the designated location and balanced with original waybill totals. Chart 3000 series issued by manager revenue accounting cover specific rules and instructions for preparation of A.D. 3011.

3242. (A) Supervisor revenue accounting shall check all waybills for patron, offset and other codes as listed in paragraph 3150. In addition to these codes, waybills shall be coded or examined for the following:

(B) Origin Road Number - When not shown enter origin road's code number as shown in chart #658 issued by manager revenue accounting.

(C) Car Number - Shall be legibly shown in space provided in upper left corner of waybill. Specific instructions on unit trains, lead and trailer cars and blanket waybills are shown in chart 3000-A general rules issued by manager revenue accounting.

(D) Origin Station Number - When not shown on interline waybills enter origin station number as shown in freight station accounting code directory issued by AAR. Local received waybills enter freight station number as shown in A.D. 80 "List of Stations".

(E) Destination Station Number - Agents have been instructed to show the final destination by a legible impression of stamp showing number and name of delivery station in the "To Station" block. It is important to code the destination station number not the parent station number. When not shown enter station number as shown in A.D. 80 "List of Stations".

(F) Weight - Correct weight shall be legibly shown. Where two or more weights are involved, the total weight upon which charges are computed shall be clearly indicated.

(G) Charges - Correct charges, freight, advances and prepaid shall be legibly shown in spaces provided. Non-revenue trailer car waybills shall carry reference to revenue waybill.
LIST OF WAYBILLS RECEIVED (CONT.)

(H) TRUCTRAIN SHIPMENTS - SHALL BE EXAMINED AND CODED FOR THE FOLLOWING IN ADDITION TO THE FOREGOING CODES:

(1) PLAN NUMBER - ON INTERLINE RECEIVED WAYBILLS THE T.O.F.C. PLAN NUMBER SHALL BE CODED AS AN INTEGRAL PART OF THE "PRE" CODE WHICH IS SHOWN IMMEDIATELY PRECEDING THE COMMODITY CODE NUMBER. SPECIFIC INSTRUCTIONS ARE SHOWN IN "CHART 3000 A - GENERAL RULES" ISSUED BY MANAGER REVENUE ACCOUNTING. ON LOCAL RECEIVED WAYBILLS THE T.O.F.C. PLAN NUMBER SHALL BE CIRCLED BY THE CODE CLERK.

(2) FORWARDED STATION: ON INTERLINE RECEIVED WAYBILLS CODE ACTUAL FORWARDING (ORIGIN) STATION.
ON LOCAL RECEIVED WAYBILLS - PLANS 1,3,4 & 5: CODE TRUCTRAIN TERMINAL AS ORIGIN (SEE NOTE FOR PLAN 3 EXCEPTION).
PLAN 2: CODE ACTUAL ORIGIN STATION NUMBER AND BELOW IT SHOW FORWARDING TERMINAL NUMBER.

(3) DESTINATION STATION: ON INTERLINE RECEIVED WAYBILLS CODE ACTUAL DESTINATION (RECEIVED) STATION.
ON LOCAL RECEIVED WAYBILLS - PLANS 1,3,4 & 5: CODE TRUCTRAIN TERMINAL AS DESTINATION (SEE NOTE FOR PLAN 3 EXCEPTION).
PLAN 2: CODE ACTUAL RECEIVED STATION NUMBER AND BELOW IT SHOW DESTINATION TRUCTRAIN TERMINAL NUMBER.
NOTE: PLAN 3 EXCEPTION: SHIPMENTS ORIGINATING OR TERMINATING AT ONE OF THE FOLLOWING STATIONS, SHOW THESE STATION NUMBERS AND BELOW IT SHOW TRUCTRAIN TERMINAL NUMBER.

- SAWDELAND, PA. #1023 T.T:TM #813
- LEECEBURG, PA. #4649 V 5412
- NEWARK, OHIO #6107 V 7906
- WASHINGTON, D.C. #3316 V 3209
- WILMINGTON, DEL. #3008 V 813

(4) COMMODITY CODE - APPLY SPECIFIC STANDARD TRANSPORTATION COMMODITY CODE FOR COMMODITY SHIPPED EXCEPT AS FOLLOWS:
PLAN 1 ALWAYS CODE STCC #4611110
EXCEPT EMPTY TRAILERS CODE #4221125
OTHER PLANS:
(A) FREIGHT FORWARDERS ALWAYS CODE STCC 4411110
(B) SHIPPER ASSOCIATIONS
COMMODITY UNKNOWN CODE 4511110
COMMODITY KNOWN (SEE NOTE) CODE STCC#
(C) OTHER SHIPMENTS (INDIVIDUAL COMPANIES)
COMMODITY UNKNOWN CODE 4611110
COMMODITY KNOWN (SEE NOTE) CODE STCC#
(D) EMPTY TRAILERS CODE 4221125

NOTE: PLAN 3 EXCEPTION:
PLAN 3 SHIPMENTS MOVING ON PER CAR RATES APPLY 4511110 OR 4611110 AS CASE MAY BE DO NOT USE SPECIFIC COMMODITY NUMBER.

(5) WEIGHT - APPLICABLE MINIMUM WEIGHTS SHALL BE CLEARLY INDICATED. TOTAL MINIMUM WEIGHT FOR A SHIPMENT SHALL BE INDICATED WHEN TWO TRAILERS ON ONE CAR ARE COVERED BY ONE WAYBILL. THE TOTAL WEIGHT ON WHICH CHARGES ARE ASSESSED SHALL BE CLEARLY SHOWN.
3242. (Cont.) (6) Two Trailers loaded on one car covered by one interline waybill - when two trailers are loaded on one car and covered by one waybill, form A.D. 3599 shall be attached to indicate two IBM cards shall be made to cover shipment.

3243. (A) Supervisor Revenue Accounting shall sort all waybills by A.D. classes for listing. Listing of all waybills shall be in format designated by Manager Revenue Accounting by classes as shown in Paragraph 3218 (A).

(B) Supervisor Data Processing shall maintain balance and control of daily revenue by use of punch card or tape prepared from source documents. Supervisor Revenue Accounting shall maintain A.D. 1850 balance.

(C) A.D. class list shall be prepared daily for the Manager Revenue Accounting. Items on the report out of balance shall be handled as instructed in Paragraph 3218 (B).

(D) Totals of each class shall be summarized on separate report for all A.D. classes listed.

(E) Supervisor Revenue Accounting shall adjust, by correction, any errors in listing, billing, or duplicate listing other than those indicated by an asterisk on listing.

All documents listed shall be perforated to indicate month, day, and year listed and assigned zone accounting numbers.

3244. (A) Revenue Waybills, or other forms used in lieu of revenue waybills, shall be reported on daily lists not later than day following date that waybills were received by the Supervisor Revenue Accounting.

(B) At stations where it is the regular practice to reconsign carload shipments, waybills shall be held until disposition orders are received. Waybills covering carload shipments on which out-turn weights are used shall be held until certified weights are received and corrected weights and charges shown on class lists. No such waybills shall be held over five days.

(C) The trailer car non-revenue interline car movement waybills shall be listed on same report as the revenue waybill.

3245. (A) Items in the account to be transferred, under existing authorizations, to another region for collection shall be listed in detail on A.D. 1609. Form shall be completed in detail by inserting information under captions provided. A.D. 1609 shall be prepared in quadruplicate with two copies of freight bill attached for each item transferred. Forms shall be consecutively numbered commencing with number 1 and continuing to 999 and commencing again with number 1 regardless of date.

Supervisor Revenue Accounting receiving A.D. 1609 shall complete form by inserting region and date reported, when more than one A.D. 1609 is to be accounted for on the same day, a list shall be prepared summarizing the A.D. 1609 transfers being settled.

Where A.D. 1609 has debits and credits listed a net debit or credit shall be shown. Net debit or credit shall be shown on A.D. 1677 and A.D. 1850 in column "A.D. 1609 Transfer".

(B) Where arrangements are in effect for one region to mail bills and payment is to be made to another region, the region issuing the bill shall not report any correction against such bills transferred on A.D. 1609. Corrections received shall be sent to the region to which charges were transferred, together with a memorandum of date and number of A.D. 1609 on which transfer was made. Copy of correction and memorandum shall be filed in office of Supervisor Revenue Accounting issuing A.D. 1609.

(C) Supervisors, Revenue Accounting receiving payments from patrons, for bills reported by other regions, where such payments are made in error, credit shall be transferred by A.D. 1609 to the region reporting the bills.
INTERCHANGE ACCOUNTS

3250. (A) Waybills for freight delivered or received from connections, subject to junction settlement, shall be reported by Supervisor Revenue Accounting on regular forwarded and received lists in accordance with junction settlement instructions.

Where junction settlement is authorized on received traffic, junction line charges shall appear on waybill deducted from freight column prior to reporting.

On junction settlement forwarded traffic waybills shall be prepared and reported showing the origin carrier charges as advances and this amount shall be deducted from freight charges.

(B) Supervisors with interchange accounts shall promptly list all debit and credit corrections affecting settlement with connecting line, except those for amounts below the minimum, which should be noted "Below Minimum" and sent to Manager, Revenue Accounting. Copies of all corrections shall be sent to junction agent of connecting line, in order that proper charges may be collected.

(C) Errors discovered by junction agents before transfer bills are accepted and freight rebilled shall be corrected regardless of amounts. Rebilling agent shall absorb in freight charges differences not exceeding the minimum in charges of connecting lines, discovered after transfers have been accepted, but before rebilling is made.

(D) Errors on transfer bills that have been accepted shall be adjusted only when the net difference to connecting line amounts to $5.00 or more, providing connecting line reciprocates. When there are two or more unsettled corrections affecting the same waybill, which, when united, make a net difference of $5.00 or more, Corrected transfer freight bill for amount of the net difference shall be accepted and adjusted. This minimum does not apply to settlement with consignee or shipper.

When an error in charges of connecting line is discovered after transfer bill has been accepted, and difference is less than minimum for which connecting line will accept adjustment, junction agent shall issue correction increasing or reducing freight charges so that amount prepaid or to collect will be correct.

Agent at junction shall not report correction for less than minimum but send it to Manager, Revenue Accounting noted "Below Minimum."

3250. (E) All proper corrections based on local, joint or combination rates and supported by agreed divisions, and those covering changes in miscellaneous charges or weights except those below minimum, shall be accepted and included in current junction settlements when presented within the time limit herein described, dating from the last day of the month for which original settlement was made, in accordance with freight mandatory rule 235 of railway accounting rules.
INTERCHANGE ACCOUNTS CONT.

TIME LIMITS

<table>
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<tr>
<th>TIME LIMITS</th>
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<td>36 MONTHS</td>
<td>STATE STATUTES TO GOVERN</td>
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<td>NOT INVOLVING ADJUSTMENTS WITH SHIPPERS OR CONSIGNEES</td>
<td>36 MONTHS</td>
<td>36 MONTHS</td>
<td>36 MONTHS</td>
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**NOTE**

(A) INVOLVING ADJUSTMENTS WITH SHIPPERS OR CONSIGNEES IN CANADA - 60 MONTHS.
(B) INVOLVING ADJUSTMENTS WITH SHIPPERS OR CONSIGNEES IN UNITED STATES - 36 MONTHS.
(C) INVOLVING ADJUSTMENTS WITH SHIPPERS OR CONSIGNEES IN MEXICO - 12 MONTHS.

ALL PROPER CORRECTIONS COVERING SHIPMENTS ACCORDED TRANSIT PRIVILEGES AS AUTHORIZED BY TARIFF SHALL BE ACCEPTED WHEN RECEIVED WITHIN THE TIME LIMIT PRESCRIBED FOR ADJUSTMENTS INVOLVING SHIPPERS OR CONSIGNEES, PROVIDED EACH INTERESTED CARRIER BACK OF FINAL DESTINATION CARRIER SHALL HAVE TWELVE (12) MONTHS IN WHICH TO ISSUE CORRECTION TO CARRIER BACK OF IT THE TWELVE (12) MONTHS RUNNING FROM THE LAST DAY OF THE MONTH IN WHICH ADJUSTMENTS AFFECTING THAT PARTICULAR CARRIER WAS INCLUDED IN ACCOUNT. THIS SHALL NOT OPERATE TO SHORTEN THE TIME LIMIT PROVIDED FOR ADJUSTMENTS NOT INVOLVING SHIPPERS OR CONSIGNEES.

(F) ALL PROPER CORRECTIONS BASED UPON PRIOR INCORRECT ADJUSTMENTS OF JUNCTION SETTLEMENTS SHALL BE ACCEPTED AND INCLUDED IN CURRENT SETTLEMENTS, PROVIDED THAT CORRECTIONS ARE PRESENTED WITHIN TWELVE (12) MONTHS FROM THE LAST DAY OF THE MONTH IN WHICH THE PRIOR INCORRECT ADJUSTMENT WAS INCLUDED IN SETTLEMENT, EXCEPT THAT THIS SHALL NOT OPERATE TO SHORTEN THE TIME LIMIT PROVIDED FOR ADJUSTMENTS NOT INVOLVING SHIPPERS OR CONSIGNEES.

(G) ON INTERSTATE, EXPORT, AND IMPORT SHIPMENTS, NO REFUNDS OR COLLECTIONS SHALL BE MADE AFTER THE EXPIRATION OF THREE YEARS FROM TIME SHIPMENT IS DELIVERED OR TENDERED FOR DELIVERY. ON INTRASTATE SHIPMENTS, SUPERVISORS IN MAKING COLLECTIONS OR REFUNDS, SHALL BE GOVERNED BY THE STATUTES OF LIMITATIONS OF THE RESPECTIVE STATES. IN CASE OF DOUBT REFER TO MANAGER, REVENUE ACCOUNTING.

(H) JUNCTION SETTLEMENT IS MADE BY USE OF DRAFTS BY SUPERVISOR REVENUE ACCOUNTING COVERING NET AMOUNT DUE.

AUDIT OFFICE SETTLEMENT IS MADE BY USE OF A.D. 1483 SETTLEMENT STATEMENT, MADE IN DUPLICATE, ON WHICH ALL INFORMATION REQUIRED ON THE FORM SHALL BE FURNISHED. THE FORM SHALL AGREE WITH CONNECTING LINE STATEMENT AND BE SIGNED BY BOTH AGENTS.

RELIEF FOR NET DEBIT OR CREDIT SHALL BE OBTAINED BY LISTING AMOUNT ON A.D. 1608, ATTACHING ORIGINAL A.D. 1483, COPY OF A.D. 1483 SHALL BE RETAINED.
A.O. 206

FREIGHT ACCOUNTING

CORRECTIONS

3260. (A)

ALL CORRECTIONS, OR REQUEST FOR CORRECTIONS, THAT INVOLVE ONLY CHANGES IN NUMBER OF ITEMS, CONSIGNEE OR WEIGHT ON OUTBOUND COLLECT SHIPMENTS SHALL BE HANDLED TO COMPLETION BY THE AGENT.

(B) WHEN OTHER CORRECTIONS, OR REQUESTS FOR CORRECTIONS, AFFECTING THE ACCOUNT ARE RECEIVED, AGENT SHALL SEND CORRECTION OR REQUEST TO SUPERVISOR REVENUE ACCOUNTING WITH MEMORANDUM OF ALL PERTINENT INFORMATION IN AGENT'S FILE.

(C) DEBIT AND CREDIT CORRECTIONS SHALL BE REPORTED PROMPTLY. CORRECTIONS ISSUED BY MRA FOUND INCORRECT SHALL BE NOTED "DECLINED" WITH FULL TARIFF AUTHORITY AND RETURNED TO MANAGER REVENUE ACCOUNTING. COPY OF ALL DECLINED CORRECTIONS SHALL BE RETAINED. FOREIGN LINE CORRECTIONS FOUND INCORRECT SHALL BE NOTED "DECLINED" WITH FULL TARIFF AUTHORITY AND SENT TO MRA DEPT. 137.

CORRECTIONS RECEIVED BY SUPERVISORS SHALL BE VERIFIED WITH REPORTING TO DETERMINE HOW WAYBILL WAS REPORTED AND PAID IN THE ACCOUNT. WHEN WAYBILL REPORTING IS AT CORRECTED FIGURES, FACE OF CORRECTION SHALL BE NOTED "REPORTED AT CORRECTED FIGURES" AND FILED. WHEN WAYBILL REPORTING IS AT ORIGINAL FIGURES, CORRECTION SHALL BE SO NOTED AND REVISED PRIOR TO REPORTING.

(D) SUPERVISORS SHALL CHECK CORRECTION FILE FOR ANY PREVIOUS REPORTING OR HANDLING. WHEN CHECK DETERMINES A CORRECTION WAS REPORTED AT SAME FIGURES, NEW CORRECTION WILL BE ATTACHED TO REPORTED CORRECTION AND REFERRED. IF A CORRECTION WAS REPORTED FOR DIFFERENT FIGURES, EXTRA FILE COPY OF THAT CORRECTION SHALL BE ATTACHED TO THE NEW CORRECTION AND REVISED PRIOR TO REPORTING.

3261. (A) WAYBILL CORRECTIONS SHALL BE ACCOUNTED FOR AS FOLLOWS:

FORWARDED WAYBILLS

DEBIT - INCREASE IN PREPAID CHARGES
" - DECREASE " ADVANCE "
CREDIT - DECREASE " PREPAID "
" - INCREASE " ADVANCE "

RECEIVED WAYBILLS

DEBIT - INCREASE IN FREIGHT CHARGES
" - INCREASE " ADVANCE "
" - DECREASE " PREPAID "
CREDIT - DECREASE " FREIGHT "
" - DECREASE " ADVANCE "
" - INCREASE " PREPAID "

(B) FORMS A.D. 3054, OR A.D. 5760, SHALL BE USED FOR WAYBILL CORRECTIONS ISSUED.

ALL CORRECTIONS SHALL SHOW DATE WAYBILL WAS ORIGINALLY LISTED, BILL NUMBER AND TARIFF OR OTHER AUTHORITY FOR ALL CHANGES.

NAME OF WAYBILLING CARRIER AND ROUTE SHALL BE SHOWN ON ALL INTERLINE CORRECTIONS. CLASS 19 CORRECTIONS SHALL SHOW NAME OF DESTINATION CARRIER IN BLOCKS "COPY TO AUDITOR" AND "COPY TO AGENT".
(c) Two copies of interline corrections, arranged in the order of listing in classes 19 and 39, shall be securely attached to back of lists.

Local corrections shall be listed on and, in the order listed, attached securely to classes 29 and 49.

Corrections not affecting net chargeable shall not be listed, but shall be attached to respective lists noted "N.L." meaning not listed.

All corrections listed shall be perforated to indicate month, day and year listed and region zone accounting number.

(d) When shipments are delivered on a cash basis and the original freight bill or prepaid bill of lading cannot be surrendered, agents shall obtain properly executed bond of indemnity. Agent shall forward file and request for refund to supervisor revenue accounting for issuance of draft.

When credit patrons agree, refunds may be entered on statements and deducted from total bills due. For refunds made in this manner, original paid freight bill or indemnity bond is not required.

(e) When investigation has been completed and refund cannot be made within 30 days or if patron demands adjustment through claim channels, credit item shall be removed from supervisor's account by AD 608 relief. AD 608 shall be supported with file showing effort made to accomplish refund and name and address of patron to whom refund is due.

When paid freight bill is presented after correction has been sent to manager revenue accounting, refund shall be made and credit listed on AD 1608, giving full explanation.

When refund is requested on bond of indemnity, after correction has been sent to manager revenue accounting, do not make refund until authority of manager revenue accounting has been secured.

(f) When change in destination or consignee is made en route, waybills shall be changed in ink, showing date, station name, and by whom made.

Waybill corrections shall not be issued for such changes by intermediate agent, but AD 5291, notice of change in destination or consignee, shall be prepared and copy sent to freight agent at original destination.

If car is moving on car card or car movement waybill, agent at original destination shall change heading of the revenue waybill and send it at once to new destination.

When an interline waybill of P.R.R. issue is changed to local destination, and advances or prepaid are affected, billing agent shall issue correction and forward to supervisor revenue accounting for listing in class 19. Subsequent corrections shall be listed in class 29.

When a local waybill is changed to a foreign road destination, and advances and prepaid are affected, origin agent shall issue correction and forward to supervisor revenue accounting for listing in class 29. Subsequent corrections shall be listed in class 19.
CORRECTIONS

3261. (CON'T) (g) Corrections issued on scale weights shall show gross, tare and net weights, date and where weighed.

Where agents are authorized to accept weights other than R.R. scale weights, corrections shall show the authority therefor.

When a waybill has gone forward and shipper under weight agreement advises of change in weight, agent shall issue correction, and if change in charges is in excess of $10.00, telegraph destination agent.

(a) All adjustments in settlements with motor carriers shall be by use of Form AD 5382 - "Correction Notice Pro Waybill and PRR Settlement". Motor carrier shall be required to accomplish necessary items on Form A.D. 5382.

(b) Supervisor Revenue Accounting, Philadelphia shall accomplish block headed "For Railroad Use" and other necessary information for processing correction.

(c) Adjustments shall be included in next settlement and one copy of correction notice shall be forwarded to each motor carrier affected by the adjustment along with the weekly settlement.

3263. (a) Do not issue corrections on interline prepaid received waybills, when corrected account of scale weights obtained in transit at scales located on the billing road.

(b) Undercharges collected at origin by reason of information furnished by weighing and inspection bureaus, shall be covered by corrections adding the amount to the freight and prepaid columns of the waybill, and quote authority.

(c) Corrections on waybills for shipments consigned to United States or state governments which are received after waybill or miscellaneous bill has been reported and relief taken on A.D. 1608 shall be reported and relief taken for amount of correction on A.D. 1608. Attach two copies of correction to A.D. 1608 showing bill of lading prefix and number, and the date of A.D. 1608 on which relief was taken for road haul charges.

(d) When agent at original destination receives a correction on a waybill covering a diverted shipment, he shall forward the correction to new destination.

(e) Corrections voiding waybills shall be issued only by forwarding agent or the manager revenue accounting, and shall show full detail as to why voided.

(f) For corrections on local waybills, two copies of correction shall be sent to destination agent for collect waybills, or to forwarding agent for prepaid waybills.

Copies of corrections on local waybills issued by billing agent changing freight and prepaid charges for same amount, need not be sent to destination, except when such destination is a known transit point.

When prepaid is changed for an amount different than change in freight charges, two copies of correction shall be sent to destination.
FOR CORRECTIONS CHANGING ADVANCES OR PREPAID ON INTERLINE WAYBILLS, forwarded or received, copy of correction shall be sent to auditor and agent of the foreign line.

FOREIGN LINE AUDITOR'S COPIES OF CORRECTIONS ISSUED BY SUPERVISOR REVENUE ACCOUNTING SHALL BE FORWARDED TO MANAGER, REVENUE ACCOUNTING FOR MAILING. EACH COPY SHALL SHOW THE WORD "AUDITOR" AND THE NAME OF THE ROAD IN UPPER LEFT HAND CORNER. MEMO SHALL BE ATTACHED READING "FOR MAILING TO FOREIGN ROAD AUDITOR".

COPIES OF ALL CORRECTIONS SHALL BE RETAINED.

(G) WHEN LISTING OF A CORRECTION IS DUPLICATED, CORRECTION SHALL BE ISSUED COVERING CANCELLATION, QUOTING DATE OF ORIGINAL LIST.

(H) WHEN REFUND ON A PREPAID SHIPMENT IS TO BE MADE TO CONSIGNEE, CORRECTION SHALL BE ISSUED REDUCING FREIGHT CHARGES TO PROPER AMOUNT WITHOUT CHANGING THE PREPAID. THE FREIGHT BILL RENDERED BY SUPERVISOR REVENUE ACCOUNTING SHALL BE NOTED TO SHOW REFUND.

(I) IN EVENT CONSIGNEE HAS FILED NON-BENEFICIAL OWNERSHIP CERTIFICATE, REFUND SHALL NOT BE OFFERED CONSIGNEE. IF REFUND CANNOT BE MADE TO BENEFICIAL OWNER, NOTE CORRECTION ACCORDINGLY, AND SEND TO MANAGER, REVENUE ACCOUNTING IN ACCORDANCE WITH PARA 3261 (E).

(J) WHEN BILLING AGENT DISCOVERS AN ERROR IN ADVANCES, PREPAID OR RATE PAID IN, ON REBILLED OR TRANSITED TRAFFIC AFTER ORIGINAL INTERLINE WAYBILL HAS GONE FORWARD, HE SHALL IMMEDIATELY SEND A WAYBILL CORRECTION TO DESTINATION AGENT AND A COPY TO DESTINATION FREIGHT ACCOUNTING OFFICER. IF WAYBILL COPY HAS NOT BEEN LISTED, LIST AT CORRECTED FIGURES AND ATTACH COPY OF CORRECTION TO BACK OF WAYBILL COPY FORWARDED TO THE MANAGER, REVENUE ACCOUNTING.
THE SUPERVISOR REVENUE ACCOUNTING SHALL PREPARE FREIGHT BILLS COVERING RECEIVED TRAFFIC EXCEPT IN CERTAIN CASES WHERE IT HAS BEEN NECESSARY TO HAVE AGENTS PREPARE THEM TO MEET SPECIAL CONDITIONS. FREIGHT BILLS PRODUCED BY PHOTO PROCESSING PROCEDURES SHALL BE CLEAR AND DISTINCT. WAYBILLS WITH "TURN OVER" OR RECONSIGNMENT INFORMATION SHALL BE PHOTO PROCESSED AFTER INFORMATION TO BE WITHHELD FROM CONSIGNEE HAS BEEN DELETED.

SUPERVISOR REVENUE ACCOUNTING SHALL FURNISH AGENT WITH A COPY OF EACH INBOUND FREIGHT BILL.

AGENTS SHALL PREPARE FREIGHT BILLS COVERING FORWARDED TRAFFIC. SUFFICIENT COPIES OF FORWARDED FREIGHT BILLS AND MISCELLANEOUS SERVICE BILLS AS DETERMINED BY PATRON CODE NUMBER, SHALL BE SUPPLIED TO SUPERVISOR REVENUE ACCOUNTING TO MEET PATRON AND REVENUE ACCOUNTING REQUIREMENTS.

AGENTS SHALL, FOR PATRONS NOT ON THE CREDIT ACCOMMODATION LIST OR PATRONS AUTHORIZED TEMPORARY CREDIT, PREPARE FREIGHT BILLS AND COLLECT CHARGES, WHETHER THE SHIPMENT IS INBOUND COLLECT, OUTBOUND PREPAID OR FOR A MISCELLANEOUS SERVICE.

WHEN A SHIPMENT IS RECONSIGNED BY ORIGINAL CONSIGNEE, THE NAME OF ORIGINAL SHIPPER, OR ORIGINAL POINT OF SHIPMENT, OR ROUTE TO RECONSIGNING POINT SHALL NOT BE SHOWN WITHOUT CONSENT OF THE ORIGINAL CONSIGNEE.

CONNECTING CARRIER'S REFERENCES MUST BE SHOWN ON FREIGHT BILLS.

IF COVERED BY A COMBINATION OF LOCAL RATES, THE POINT TO AND FROM WHICH THE RATES APPLY MUST BE SHOWN.

ADVANCES COVERING CHARGES FOR DEMURRAGE, RECONSIGNING, ICING, ETC., NOT INCLUDED IN THE FREIGHT RATE, MUST BE PROPERLY DESCRIBED IN DETAIL ON FREIGHT BILL.

WHEN CARLOAD FREIGHT HAS BEEN TRANSFERRED TO ANOTHER CAR ON ROUTE, THE INITIALS AND NUMBER OF ORIGINAL CAR MUST BE SHOWN, AS WELL AS THE INITIALS AND NUMBER OF CAR IN WHICH THE LADING IS RECEIVED.

GROSS, TARE AND NET WEIGHTS, AND POINT AT WHICH WEIGHED MUST BE SHOWN, TOGETHER WITH AUTHORIZED DEDUCTIONS OR ALLOWANCES ACCOUNT OF STAKES, DUNNAGE, ETC.

CALCULATIONS FOR CHARGES SHALL BE BASED ON NET WEIGHT, SUBJECT TO TARIFF MINIMUMS.

WHEN PENALTY CHARGES ARE ASSESSED, DUE TO FAILURE TO OBSERVE CLASSIFICATION RULES OR TARIFF REQUIREMENTS, ETC., FREIGHT BILL SHALL CLEARLY INDICATE BASIS FOR CHARGE. THE TERM PENALTY SHALL BE AVOIDED ON FREIGHT BILLS; USE "INCREASED CHARGES".

EXCEPTIONS AS TO CONDITION OF PROPERTY MUST NOT BE ENTERED ON FREIGHT BILLS UNLESS CONSIGNEE REQUESTS NOTATION AS TO DAMAGE OR SHORTAGE. THE NOTATION SHALL BE MADE IN INK, DATED AND SIGNED BY AGENT, USING THE STAMP PROVIDED. DELIVERY RECEIPT SHALL ALSO BE STAMPED AND NOTED.
FREIGHT BILL, DELIVERY RECEIPT AND ARRIVAL NOTICE (CONT'D)

3271 (g) Freight bills with freight and advance charges or prepaid charges to apply etc., shall show net amount to be paid.

(h) Freight bills for credit patrons, shall be mailed by the supervisor revenue accounting. Freight bills for cash patrons shall be issued and collected by agents prior to release of freight.

3272 Requests of consignee or shipper for blank freight bill forms shall be referred to manager revenue accounting. The word "copy" must be written in ink or stamped on duplicate copies. Supervisors and agents shall not furnish duplicate freight bills except to shipper or consignee as shown on waybill in accordance with I.C.C. regulations.

3273 Adjustment of charges shall be collected on corrected freight bill. When corrections are reviewed supervisor revenue accounting will verify that correction is in order, then issue a corrected freight bill for amount to be collected or refunded. Corrected freight bills for credit patron shall be mailed direct to patron and for cash patron shall be sent to agent. Agent shall collect additional charges due.

3274 When a stamp is used in receiving a freight bill, the name of person authorized to receipt shall be written in ink or indelible pencil under name of agent or supervisor.

3275 Supervisors or agents shall not receipt freight bills for fully prepaid inbound shipments, but shall stamp the word "prepaid" where provision is made for signature of agent or supervisor.

3276 (a) Agent shall make delivery of freight to consignee or his authorized representative, from whom receipt shall be obtained.

Delivery receipt is not required for carload freight placed on consignee's siding.

(b) After receipt has been obtained from consignee, exceptions regarding damaged freight, etc., shall be noted on delivery receipt.

(c) When delivery of plan 5, t.o.f.c., at destination is by motor common carrier, agent shall obtain delivery receipt from the motor carrier.

3277 (a) Agent shall notify consignee immediately upon arrival of freight, except when car is placed on private siding.

(b) When carload freight has been transferred en route, arrival notice shall show initials and numbers of original cars, as well as of cars in which property is received.

(c) When freight is consigned to one party, in care of another party, the word "order" being omitted, arrival notice shall be sent to consignee, who is responsible for the freight charges.
3277 (d) When consignees have executed agreement to accept telephone notice of arrival of freight, the following record shall be written or stamped on either the arrival notice or delivery receipt:

"TELEPHONE NOTICE OF
ARRIVAL OF FREIGHT.

#######################
CONSIGNEE'S PHONE NO.

#######################
DATE

############
TIME

NAME OF INDIVIDUAL
WHO RECEIVED MESSAGE

#######################
SIGNATURE OF INDIVIDUAL
WHO SENT MESSAGE.

#######################"

(e) The station record of arrival notice sent by U.S. mail must be kept on Form A.D. 1340, or in space provided in lower portion of delivery receipt, and must show the local address of the consignee, and the date and hour at which the notice was mailed, and this record shall be available as evidence.

(f) Where consignees desire freight to be regularly delivered to other persons, agents shall require proper authorization, which shall be filed by agent. Should the consignee of a straight consignment desire it delivered to a person other than himself or his authorized representative, order for delivery on back of arrival notice shall be filled out and signed by consignee. Agent must use care to deliver freight to proper consignee, or his representative, and in case of doubt shall require the surrender of the bill of lading.
AGENTS SHALL THOROUGHLY EXAMINE BILLS OF LADING AND WAYBILLS FORWARDED AND RECEIVED. WHEN DESCRIPTION OF ARTICLES OR OTHER INFORMATION IS IMPROPER OR INCOMPLETE, ON BILLS OF LADING, THE SUBJECT SHALL BE TAKEN UP WITH A VIEW TO HAVING BILLS OF LADING PROPERLY PREPARED BY SHIPPERS.

IF ERRORS ARE DISCOVERED AFTER WAYBILLS HAVE GONE FORWARD, CORRECTIONS SHALL BE ISSUED AND IMMEDIATELY FORWARDED TO DESTINATION, AND SUPERVISOR REVENUE ACCOUNTING FOR REPORTING.

IT IS AS ESSENTIAL THAT PROMPT REFUNDS BE MADE, AS IT IS TO EXPECT PROMPT PAYMENT OF CHARGES DUE THE COMPANY.

SUPERVISORS REVENUE ACCOUNTING SHALL ISSUE DRAFTS FOR ANY REFUNDS PAYABLE. PATRONS REQUESTS FOR SETTLEMENT OF REFUNDS ON CURRENT LEDGER STATEMENTS, IN LIEU OF DRAFTS, SHALL BE COMPLIED WITH.

TO AVOID COMPLAINTS BY PATRONS, AGENTS AND SUPERVISORS REVENUE ACCOUNTING SHALL COOPERATE TO PROMPTLY ADJUST ANY INACCURACIES IN WEIGHT, RATE, CLASSIFICATION OR CHARGES. AGENTS WILL ISSUE CORRECTIONS FOR ANY SUCH INACCURACIES, DETECTED BY THEM AND FORWARD TO SUPERVISOR REVENUE ACCOUNTING, WITH NAME OF PATRON ENTITLED TO REFUND.

AGENTS WILL UTILIZE AGED TRIAL BALANCE FOR STATIONS UNDER THEIR JURISDICTION AND INVESTIGATE CREDITS AS SHOWN FOR MATCHING WITH OPEN DEBITS OR POSSIBLE REFUNDS TO PATRONS. WHEN REFUND IS FOUND TO BE IN ORDER SAME SHALL BE REFERRED TO SUPERVISOR REVENUE ACCOUNTING FOR ISSUING DRAFT. THE ORIGINAL RECEIPT ON FREIGHT BILL OR BILL OF LADING SHALL BE CORRECTED.

CREDITS SHALL BE TRANSFERRED BY AD 1609 FROM ONE REGION TO MEET THE CHARGEABLE AMOUNT IN ANOTHER REGION. DEBITS SHALL NOT BE TRANSFERRED TO ANOTHER REGION HOLDING THE CREDIT.

WHEN PATRON REFUSES TO ACCEPT REFUND DRAFT OR ADJUSTMENT ON CURRENT STATEMENT WITH ADVICE THAT CLAIM WILL BE PRESENTED, SUPERVISOR REVENUE ACCOUNTING SHALL TAKE RELIEF ON AD 1608 AND ATTACH ENTIRE FILE FOR MANAGER REVENUE ACCOUNTING.

UNDER SPECIFIC CONDITIONS, WHEN REFUND OF OVERCHARGE IS NOT MADE WITHIN 30 DAYS OF RECEIPT OF CLAIM, INTEREST IS PAYABLE TO PATRON ON REQUEST. SUPERVISORS REVENUE ACCOUNTING SHALL ISSUE DRAFTS IN SETTLEMENT OF OVERCHARGE AMOUNTS ONLY. PATRONS REQUEST FOR PAYMENT OF INTEREST SHALL BE REFERRED TO MANAGER REVENUE ACCOUNTING FOR PAYMENT.

WHEN IT IS APPARENT AN EXTENSIVE INVESTIGATION WILL BE NECESSARY WITH OTHER LINES OR REGIONS FOR MISROUTE CLAIMS, CLAIMS INVOLVING INSPECTION BUREAU INVESTIGATION OR OTHER CLAIMS WHERE EVIDENCE IS NOT SUFFICIENT TO WARRANT REFUND, SUCH CLAIMS SHALL BE PROMPTLY ACKNOWLEDGED AND FORWARDED TO MANAGER REVENUE ACCOUNTING FOR DISPOSITION. CLAIMS SHALL BE ADDRESSED TO THE ATTENTION OF DEPT. 264.

WHEN PREPAID SHIPMENTS ARE BILLED COLLECT IN ERROR, AND PATRON PRESENTS RECEIPTS INDICATING DUPLICATE PAYMENT, SUPERVISOR REVENUE ACCOUNTING SHALL MAKE IMMEDIATE REFUND.

WHEN RECEIVED FREIGHT BILLS ARE NOT ISSUED TO CREDIT PATRONS, RECEIPT REQUIREMENT SHALL NOT BE NECESSARY, HOWEVER FREIGHT SETTLEMENT WITH CREDIT PATRONS.
BILL SHALL BE REQUIRED AND REFUNDS SHALL BE ISSUED PROVIDED SUPERVISOR HAS RECORDS TO SUBSTANTIATE RECEIPT OF PAYMENT FROM CLAIMANT OR EVIDENCE CLAIMANT IS PROPERLY ENTITLED TO REFUND.

(H) RECEIPTED FREIGHT BILLS ISSUED ON TRAFFIC REQUIRING RECEIPTS OR PATRONS TO WHOM RECEIPTS ARE ISSUED SHALL BE REQUIRED TO FURNISH SUCH RECEIPTS PRIOR TO ISSUING REFUND. IF FOR ANY REASON THE ORIGINAL RECEIPT FOR CHARGES PAID OR PAID FREIGHT BILL CANNOT BE PRODUCED, BOND OF INDEMNITY, PROPERLY EXECUTED, SHALL BE OBTAINED.

(I) SUPERVISOR REVENUE ACCOUNTING ON ISSUING REFUNDS OR DECLINING CLAIMS SHALL NOTE HIS RECORDS WITH SUFFICIENT CLAIM INFORMATION TO PRECLUDE DUPLICATE PAYMENTS AND PROMPT DISPOSAL OF ANY SUBSEQUENT CLAIM REQUESTS.

(J) WHEN RECEIPTED FREIGHT BILLS ARE NOT ISSUED TO CREDIT PATRONS, RECEIPTS BEING GIVEN ON LEDGER STATEMENTS, CREDIT ITEMS LISTED ON THESE STATEMENTS WILL SATISFY THE REQUIREMENT THAT REFUNDS BE ENDORSED ON ORIGINAL FREIGHT RECEIPT.

(K) A CLAIM FOR OVERCHARGE ON ACCOUNT OF EXCESSIVE WEIGHT SHALL BE SUPPORTED BY A CERTIFICATE OF WEIGHT CLAIMED OR REFERENCE TO THE NUMBER OF A DUTY AUTHORIZED WEIGHT AGREEMENT.

ALL OVERCHARGE CLAIMS ON SCRAP METAL SHIPMENTS BASED ON DESTINATION WEIGHTS SHALL BE FORWARDED TO MANAGER REVENUE ACCOUNTING FOR SETTLEMENT.

(L) SUPERVISORS REVENUE ACCOUNTING AND AGENTS, RECEIVING REQUESTS FOR CLAIM INFORMATION FROM THE MANAGER REVENUE ACCOUNTING, SHALL SUPPLY REQUIRED INFORMATION PROMPTLY TO ENABLE THE MANAGER REVENUE ACCOUNTING TO EXPEDITIOUSLY SETTLE WITH PATRON. SUPERVISORS AND AGENTS WILL NOTE THEIR RECORDS WITH CLAIM NUMBER AND DATE FOR ANY SUCH REQUESTS AND ADVISE MANAGER REVENUE ACCOUNTING OF ANY CONFLICTING CLAIMS OR REQUESTS.

(M) REQUESTS FROM FREIGHT CLAIM AGENTS OR OTHER OFFICIALS OF FOREIGN LINES FOR INFORMATION SHOWN IN RECORDS TO BE USED IN THE DIRECT INVESTIGATION OF CLAIMS COVERING TRAFFIC HANDLED TO, FROM OR THROUGH THE REGION OR AGENCY ADDRESSED, SHALL BE REPLIED TO PROMPTLY.

(N) SUPERVISORS AND AGENTS MUST NOT SHOW NOR SEND TO A CLAIMANT OR OTHER UNAUTHORIZED PERSON, PAPERS COVERING THE INVESTIGATION OF A CLAIM. CLAIM PAPERS ARE THE PROPERTY OF THE COMPANY AND NONE MAY BE DETACHED EXCEPT BY AUTHORITY OF THE MANAGER REVENUE ACCOUNTING.

(O) ALL CLAIMS RECEIVED BY SUPERVISORS AND AGENTS SHALL BE STAMPED TO SHOW DATE RECEIVED BY THEM. PATRONS CLAIMS RECEIVED BY AGENTS SHALL BE FORWARDED TO SUPERVISOR REVENUE ACCOUNTING.

3301 ALL OVERCHARGE CLAIMS FOR PLAN V, T.O.F.C. SERVICE, WHETHER PRESENTED BY THE PATRON OR MOTOR CARRIER SHALL BE FORWARDED TO THE MANAGER REVENUE ACCOUNTING, DEPT. 264.
3320 (A) Waybills shall be billed for "Free Co's. Use" only when such shipments are consigned to and for the use of the Penna. R.R. Co. Agents shall scrutinize such waybills to determine free movements are in accordance with Rules F. D. 1 and F. D. 370.

(B) Agents shall secure authorization for the movement of household goods, the property of employees, prior to forwarding.

(C) When Company material covered by an interline waybill, shows a consignee and final destination in the description of articles block of waybill, the destination of waybill shall not be changed. These shipments are purposely billed to distribution points with final destination and name of P.R.R. officer to whom consigned shown in the body of the waybill, as the rates and divisions to the distributing point yield a better basis for the P.R.R. than the rates and divisions to the final destination. When such shipments are received at the billed distribution point, agent shall apply his offset patron code number to the received waybill and prepare a new waybill in the Company material waybill series billing the shipment to the ultimate consignee and destination, showing "Free Company Use" in the freight charges column and the inbound charges from the original waybill as advances. The forwarded copy of waybill shall show in the shippers block the offset patron code number and shall be forwarded to the supervisor revenue accounting for reporting.

(D) Agent shall forward original received waybill to supervisor revenue accounting for reporting as a commercial shipment in class 35. Supervisor revenue accounting will clear his account of this charge with credit when he reports forwarded advances waybill. Agent at final destination shall forward Company material waybill with advances to supervisor revenue accounting for reporting and relief as Company material.

(E) Materials and supplies, consigned to and for use of foreign lines shall be billed through to destination when charges are collect or prepaid to final destination, except for those roads as shown in Rule 3 of Circular 8C. When charges are prepaid to the junction point of delivery, or some intermediate point, such charges shall be the tariff rate from point of origin to the junction point or intermediate point and not the proportion of the through rate to final destination, except for those roads as shown in Rule 3 of Circular 8C.

(F) Agents receiving bill of lading for a carload shipment of Company Material, shall prepare regular waybill, numbered in waybill series prefixed with Company Material class code, and freight column shall read "Free Company Use".

(G) Where cars are loaded with a number of LCL Company Material shipments, agent or storekeeper originating the car will prepare one waybill to move the car to the destination or storehouse where the first shipment is to be unloaded. Waybill shall show the total weight of all shipments in the car. This waybill shall be forwarded to the supervisor revenue accounting for reporting.
SHOULD THE SAME CAR BE FORWARD TO ANOTHER DESTINATION WITH THE BALANCE OF SHIPMENTS, AGENT OR STOREKEEPER SHALL PREPARE A NEW WAYBILL TO THE NEW DESTINATION SHOWING TOTAL WEIGHT IN CAR TO THE NEW DESTINATION. THIS SECOND WAYBILL SHALL BE FORWARD BY AGENT AT THE NEW DESTINATION TO HIS SUPERVISOR REVENUE ACCOUNTING FOR REPORTING.

(H) WHERE ANY CARLOAD COMPANY MATERIAL SHIPMENTS ORIGINATE WITH A SUPPLIER LOCATED ON A SWITCHING LINE, THE SWITCHING CHARGE SHALL BE ADVANCED AND THE FREIGHT COLUMN SHALL READ "FREE COMPANY USE". WHERE A CAR CONSISTING OF A NUMBER OF LCL COMPANY MATERIAL SHIPMENTS ORIGINATES ON A SWITCHING LINE, WAYBILL SHALL BE PREPARED FOR THE TOTAL WEIGHT IN THE CAR AND THE SWITCHING CHARGES ADVANCED FOR THE TOTAL WEIGHT IN THE CAR.

(I) COMPANY MATERIAL SHIPMENTS FROM THE P.R.R. TO THE LEHIGH VALLEY RAILROAD SHALL MOVE ON LOCAL "FREE COMPANY USE" WAYBILLS TO WILKES BARRE, PA. WAYBILLS SHALL BE BILLED AND CONSIGNED TO THE P.R.R. AT WILKES BARRE, PA. CONSIGNEE BLOCK OF WAYBILL SHALL READ:

FREIGHT AGENT, P.R.R.
WILKES BARRE, PA.
FOR (NAME OF L.V.R.R. OFFICER)
(NAME OF STATION)

ORIGINAL WAYBILLS SHALL BE SUPPRESSED AT WILKES BARRE AND CARS DELIVERED TO L.V. ON COPY OF BILLING FROM WHICH THE LEHIGH VALLEY AGENT WILL ISSUE A L.V. COMPANY MATERIAL WAYBILL.

COMPANY MATERIAL SHIPMENTS FROM L.V.R.R. TO P.R.R. SHALL BE WAYBILLED IN REVERSE.

(J) PAYMENT OF TRANSPORTATION CHARGES FOR SHIPMENTS OF LCL COMPANY MATERIAL CONSIGNED TO P.R.R. AGENCIES AND DELIVERED BY TRUCK OR CARRIER OTHER THAN THE P.R.R., SHALL NOT BE MADE BY AGENCY DRAFT. SUCH BILLS SHALL BE forwarded TO THE SUPERVISOR GENERAL ACCOUNTING, REGIONAL COMPTROLLER OFFICE FOR PAYMENT.

(K) SHIPMENTS MUST BE BILLED IN THE NAME OF THE CORPORATE COMPANY TO WHOM MATERIAL IS CONSIGNED.

(L) MATERIAL OR SUPPLIES (INCLUDING COAL AND COKE) CONSIGNED TO A CONTRACTOR, OR TO A RAILROAD NOT INCLUDED IN F.D. NO. 1, WILL BE ASSESSED FULL COMMERCIAL RATES.

(M) SWITCHING, TRANSFER, DRAYAGE OR OTHER CONNECTING LINE CHARGES, OR AMOUNTS PAID OTHER PARTIES ON SHIPMENTS ORIGINATING ON ANY OF THE COMPANIES LISTED IN F.D. NO. 1, SHALL BE SHOWN AS ADVANCES ON THE WAYBILL, AND IN THE FREIGHT COLUMN MAKE NOTATION "FREE COMPANY USE".

(N) MATERIAL INCLUDING EMPTY CONTAINERS, RETURNED OR FORWARDED FOR REPAIRS, CONSIGNED BY ONE COMPANY TO ANOTHER COMPANY LISTED IN F.D. NO. 1, OR TO A COMMERCIAL PARTY, SHALL BE CONSIGNED TO THE COMPANY, IN CARE OF (NAME OF OFFICIAL SHIPPING) FOR DELIVERY TO (NAME OF COMPANY, INDIVIDUAL OR CONCERN). FREIGHT CHARGES IF ASSESSED IN ACCORDANCE WITH F.D. NO. 1 SHALL BE PREPAID, AND RELIEF OBTAINED ON A.D. 1608.
3320 (0) SHIPMENTS OF RETURNED TRUCKS AND OTHER PARTS OF DAMAGED FOREIGN CARS, SHALL BE WAYBILLED TO JUNCTION OF OWNING ROAD AS COMPANY MATERIAL. ANY CHARGES TO BE ASSESSED IN ACCORDANCE WITH F.D. NO. 1 MUST BE PREPAID.

(P) WAYBILLS COVERING SHIPMENTS OF MATERIAL FOR USE IN REPAIRING CARS OF THE COMPANIES LISTED IN F.D. NO 1 ON FOREIGN LINES OR FOR MATERIAL FROM FOREIGN LINES FOR USE IN REPAIRING THEIR CARS ON THESE LINES SHALL BE NOTED: "MATERIAL TO BE USED IN REPAIRING CAR (INITIAL AND NUMBER), FORWARDED IN ACCORDANCE WITH A.A.R. INTERCHANGE RULES", ALSO NOTATION AS TO HANDLING LINE OR OWNER'S RESPONSIBILITY. FREIGHT CHARGES SHALL BE ASSESSED AT REGULAR COMMERCIAL RATES.

3321 (A) SHIPMENTS OF SCRAP ON SALES ORDERS AND SHIPMENTS OF MATERIAL OTHER THAN SCRAP TO OUTSIDE INDIVIDUALS AND COMPANIES SHALL BE HANDLED ON A STANDARD BILL OF LADING FORM AND SHIPMENTS WAYBILLED ON STANDARD LOCAL OR INTERLINE FREIGHT WAYBILL FORM AS THE CASE MAY BE, USING ASSIGNED WAYBILL NUMBER SERIES.

3322 (A) UPON ARRIVAL OF CAR AT DESTINATION, MATERIAL MUST BE CHECKED AND ANY EXCEPTIONS AS TO QUANTITY OR CONDITION OF MATERIAL MUST BE NOTED ON THE WAYBILL BY SHOWING THE ARTICLES SHORT, OR INDICATING EXTENT OF DAMAGE, REPORT OF OVER FREIGHT; REPORT OF SHORT FREIGHT; REPORT OF FREIGHT DAMAGED, OR REPORT OF FREIGHT STOLEN, SHALL BE PREPARED AND INSTRUCTIONS ON THESE REPORTS COMPLIED WITH AS FAR AS THEY ARE APPLICABLE.

(b) A LEGIBLE IMPRESSION OF STATION STAMP SHOULD BE PLACED IN THE TO STATION BLOCK OF WAYBILL SHOWING STATION NUMBER AND NAME.

(c) CONSIGNEE SHALL BE FURNISHED WITH A FREIGHT BILL COVERING EACH COMPANY MATERIAL SHIPMENT, WHETHER BILLED "FREE" OR BILLED WITH CHARGES.

3323 (A) AGENTS SHALL FORWARD "FREE" COMPANY MATERIAL WAYBILLS AND COMPANY MATERIAL WAYBILLS WITH CHARGES TO THE SUPERVISOR REVENUE ACCOUNTING FOR REPORTING.

(b) WAYBILLS FOR COMPANY MATERIAL SHIPMENTS RECEIVED AT STOREHOUSES OR OUTLYING POINTS SHALL BE FORWARD FOR REPORTING TO SUPERVISOR REVENUE ACCOUNTING.

(c) FREIGHT BILLS SHALL SHOW ALL INFORMATION AS CONTAINED ON ORIGINAL WAYBILL, FULL ROUTING AND THE JUNCTION POINTS AT WHICH THE SHIPMENT IS DELIVERED TO OR RECEIVED FROM FOREIGN LINE. IF THIS LATTER INFORMATION IS NOT SHOWN IN THE PREPARATION OF BILLING, AGENT SHOULD OBTAIN SAME FROM THE JUNCTION STAMPS SHOWN ON WAYBILL.

(d) FREIGHT BILLS MUST SHOW AS CONSIGNEE THE NAME OF THE CORPORATE COMPANY AND THE NAME OF REPRESENTATIVE WITH FULL TITLE TO WHOM SHIPMENT IS CONSIGNED. PREPAID FREIGHT BILLS SHALL SHOW THE COMPANY OFFICIAL RESPONSIBLE FOR CHARGES ASSESSED.
3323 (E) Freight bills must show all additions or corrections as shown on the original waybill. The original information shall be crossed off in such manner that it may be read and the corrected information inserted either above or below the original information.

3324 (A) Waybills covering commercial shipments taken or purchased for company use shall be changed to show new consignee, charges corrected, and waybill forwarded by agent at confiscation point to supervisor revenue accounting for reporting.

(B) Freight charges must not be canceled on a commercial shipment taken for company use after arrival at destination and the forwarding of arrival notice to original consignee. In such cases agent shall immediately communicate with the manager revenue accounting, giving all information in his possession as to the transaction. Relief of freight charges accruing on shipment must not be taken until authority is received from the manager revenue accounting, and such authority shall be attached to the papers supporting the claim for relief.

(C) When a waybill is changed from a commercial consignee to a company consignee, the freight bill shall be noted as to whether the shipment was taken or purchased by the company prior to or after delivery (actual or constructive) to the original consignee.

3325 (A) For shipments reconsigned when local waybill has not been reported, agent at reconsigning point shall make necessary changes and forward waybill with car.

(B) If waybill has been reported, agent shall issue correction, forwarding to agent at new destination. Copy of correction shall be forwarded to supervisor revenue accounting for reporting.

3326 When material is diverted for other than company use, the manager revenue accounting should be promptly notified and waybill corrected showing change of consignee. Charges shall be assessed at commercial rates and waybill forwarded to supervisor revenue accounting for reporting and collection.

3327 Car contract between trailer train company and member railroads (as published in railway equipment register) in addition to charges for specific movements made at the request of trailer train company, provide for free movement under the following conditions. Revenue waybills shall not be prepared for these movements.

1. Stanchion cars, other than new stanchion cars, which are being transferred from one member to another in order to balance the fleet, also included would be the movement subsequent to application of the stanchion to a member requesting a stanchion car, in the case of a car which was formerly equipped with an auto rack.

2. Cars which are being moved to a home point for storage.

3. Cars which are being moved to a shop at which trailer train has arrangements for repairs to its cars.
FREIGHT ACCOUNTING

COMPANY COAL

3333 (A) SHIPPERS FURNISHING COMPANY COAL SHALL FORWARD CARS TO RAILROAD SCALES ON MINE CARD-REVENUE WAYBILLS, SHOWING THEREON NAME OF MINE, CAR INITIAL AND NUMBER, CAPACITY AND KIND OF FUEL, DESTINATION, SHIPPER, CONSIGNEE, ROUTE, DATE FROM MINE, SIZE OF CAR ORDERED AND FURNISHED.

(B) SCALE AGENT SHALL COMPLETE MINE-CARD-REVENUE WAYBILL AND COPIES FOR EACH CAR, NUMBERED IN REGULAR SERIES, ORIGINAL TO ACCOMPANY THE CAR, ONE COPY TO BE RETAINED AT THE SCALE, AND THE OTHER COPIES TO BE MAILED TO DESTINATION AGENT. SHIPMENTS SHALL MOVE "FREE COMPANY USE" IF IN ACCORDANCE WITH F.D.I., OR CHARGES SHALL BE ASSESSED AND ENTERED ON THE MINE CARD-REVENUE WAYBILL.

(C) SCALE AGENTS SHALL FORWARD DAILY ADVICE COVERING SUCH SHIPMENTS TO THE DIVISION SUPERINTENDENT OF THE REGION TO WHICH THE COAL IS CONSIGNED.

3334 (A) AT STATIONS WHERE COAL IS HELD FOR WEIGHT, RECONSIGNMENT OR UNLOADING ORDERS, OR WHERE IT IS THE PRACTICE REGULARLY TO RECONSIGN SHIPMENTS, LOCAL WAYBILLS SHALL BE HELD UNTIL DISPOSITION ORDERS ARE RECEIVED.

FOR RECONSIGNED COAL, WHEN LOCAL WAYBILL HAS NOT BEEN REPORTED, NAME OF CONSIGNEE AND DESTINATION SHALL BE CORRECTED AND WAYBILL FORWARDED WITH THE CAR TO AGENT AT NEW DESTINATION.

WHEN WAYBILL HAS BEEN REPORTED, AGENT SHALL ISSUE CORRECTION CHANGING THE HEADING OF WAYBILL AND FORWARD CORRECTION TO SUPERVISOR REVENUE ACCOUNTING FOR REPORTING. AGENT SHALL SEND CORRECTION COPIES TO AGENT AT NEW DESTINATION.

(B) INTERLINE WAYBILLS CONSIGNED TO DISTRIBUTING POINTS, OR WAYBILLED TO OTHER THAN FINAL DESTINATION SHOWN THEREON, SHALL BE REPORTED IMMEDIATELY. WHEN DISPOSITION IS FURNISHED, AGENT SHALL PREPARE WAYBILL TO NEW DESTINATION SHOWING INBOUND CHARGES AS ADVANCES AND ASSESS FREIGHT CHARGES IF SO PROVIDED IN F.D.I. NEW WAYBILL MUST SHOW ORIGIN AND REFER TO ORIGINAL WAYBILL.

(C) WHEN COAL IS RECONSIGNED FROM ONE REGION TO ANOTHER, THE AGENT AT POINT OF RECONSIGNMENT SHALL PREPARE A.D. 5291, NOTICE OF CHANGE IN DESTINATION OR CONSIGNEE, SHOWING FULL BILLING INFORMATION AND FORWARD COPY TO SUPERINTENDENT.

3335. STORED COAL LOADED INTO CARS SHALL BE WAYBILLED BY AGENT IN REGULAR MANNER, AND IN THE SPACE "DESCRIPTION OF ARTICLES" THE WORD "STORAGE" MUST BE WRITTEN. OFFICER OR EMPLOYEE UNDER WHOMS JURISDICTION STORAGE COAL IS LOADED SHALL RENDER REPORT TO DIVISION SUPERINTENDENT.

3336. PICKED UP COAL LOADED INTO CARS TO BE FORWARD FOR COMPANY USE SHALL BE WAYBILLED IN REGULAR MANNER AND NOTED "PICK UP COAL".

3337. (A) WHEN COMPANY COAL "FREE COMPANY USE" IS DIVERTED TO COMMERCIAL CONSIGNEES, AGENT AT DIVERSION POINT SHALL ASSESS CHARGES AT REGULAR TARIFF RATES FROM MINE TO FINAL DESTINATION, CHANGE HEADING ON WAYBILL AND MAKE CORRECTIONS. HE SHALL ALSO SEND A.D. 5291 TO ALL CONCERNED, INCLUDING COPY TO DIVISION SUPERINTENDENT OF REGION TO WHICH COAL WAS ORIGINALLY CONSIGNED.

3338. REPRESENTATIVES AT SHOPS, ENGINE HOUSES, AND OTHER POINTS WHERE COAL IS RECEIVED SHALL ARRANGE TO FORWARD WAYBILLS PROMPTLY TO NEAREST REGULAR FREIGHT AGENT.
RELIEF OF AGENTS FREIGHT ITEMS

3340 (A) Supervisor Revenue Accounting shall list on A.D. 1608 Amount of each item for which relief is claimed, and cash-overs in accounts.

Separate A.D. 1608 shall be prepared for the government relief items which are to be supported with certified government bill of lading or other required documents.

3341 (A) A.D. 1608 shall be prepared for amounts due connecting carriers, paid by agents, or included on junction settlement certificate, form A.D. 1483, certified as correct for audit office settlement.

Supervisor Revenue Accounting shall prepare, at the end of each month, A.D. 3503 for drafts issued covering purchase of services but excluding absorbed switching and payments to reimburse patrons and A.D. 3508 for cash expended for authorized expenses. These forms shall be prepared in triplicate and original attached to A.D. 1608 and forwarded to manager revenue accounting with the balance sheet on which credit is claimed. Copies of forms, together with all receipts attached shall be forwarded to the general accounting section of the regional controller's office.

A.D. 1608 shall be used for relief of amounts paid transfer companies or individuals and companies for allowances to industrial railways operating their own terminal facilities, yardage on livestock, absorbed switching (not paid through audit office) drayage, lighterage and like services when payment is authorized by tariff. Certificate similar to the following shall be noted on bills and signed by agent:

"I hereby certify that the attached claim filed by ________________________________ is in accordance with the provisions of tariff, contract, or agreement ________________________________ of the waybills listed therein have been noted against my records, and have not been included in any other claim for the same service."

Original bills or statements shall accompany A.D. 1608, also receipts for amounts paid connecting line or transfer company.

Statement shall show full waybill reference, which, if not shown, shall be supplied by agent.

When traffic moves to or from points on or via following lines, copies of waybills shall be furnished the manager revenue accounting by the agent:

Baltimore & Eastern R.R.
Boyne City R.R.
Richmond, Fredericksburg & Potomac R.R.
(Except Alexandria, Va.)
Toledo Peoria & Western R.R.
A.D. 206

FREIGHT ACCOUNTING

RELIEF OF AGENTS FREIGHT ITEMS (CONT'D)

3341 CONT'D (A) WHEN MERCHANDISE TRAFFIC MOVES VIA EASTERN REGION JUNCTION POINTS TO OR FROM POINTS ON OR VIA THE FOLLOWING LINES, COPIES OF WAYBILLS SHALL ALWAYS BE FURNISHED TO THE MANAGER REVENUE ACCOUNTING:

BOSTON & ALBANY DISTRICT (N.Y. CENTRAL R.R.)
BOSTON & MAINE R.R.
THE DELAWARE & HUDSON R.R., CORPORATION
NEW YORK, NEW HAVEN & HARTFORD R.R.
THE VERMONT RAILWAY

(B) WHEN AGENT HAS BEEN AUTHORIZED TO SELL DAMAGED, REFUSED OR UNCLAIMED FREIGHT FOR SALVAGE, THE AMOUNT OF THE PROCEEDS SHALL BE LISTED AS AN O & A COLLECTION ON A.D. 1618. REMITTANCE SHALL BE MADE THROUGH REGULAR CHANNELS. AGENT SHALL PREPARE FORM F.D. 1645 - REPORT OF PROCEEDS FROM SALE OF FREIGHT, SHOWING SEPARATELY FREIGHT AND ACCESSORIAL CHARGES. AGENT SHALL APPLY MISCELLANEOUS BILL NUMBER AND FORWARD TO SUPERVISOR REVENUE ACCOUNTING FOR REPORTING IN CLASS 58.

WHEN SALE BY THE RAILROAD RESULTS IN A DEFICIT, SUPERVISOR REVENUE ACCOUNTING SHALL OBTAIN RELIEF BY A.D. 1608.

ALL CORRESPONDENCE IN CONNECTION WITH THE EFFORT TO ADJUST CHARGES OR DISPOSE OF THE SHIPMENT SHALL BE ATTACHED TO A.D. 1608 ON WHICH RELIEF IS TAKEN FOR ANY OF THE ABOVE-MENTIONED CLAIMS.

(C) SUPPORTING PAPERS FOR RELIEF OF DEMURRAGE CHARGES SHALL SHOW NUMBER AND DATE OF DEMURRAGE REPORTS.

(D) CORRECTIONS WHICH ARE DECLINED BY CONNECTING LINES BECAUSE OF DISPUTED DIVISIONS, SHALL BE INCLUDED ON CORRECTION LISTS AND RELIEF CLAIMED ON A.D. 1608. SEPARATE STATEMENT SHALL BE PREPARED FOR EACH CONNECTING LINE AND FOR EACH DISPUTE, TO ACCOMPANY A.D. 1608, FOR EACH CLASS OF DISPUTE, GIVE REFERENCE TO PERCENTAGE SHEET IN DISPUTE; ALSO SHOW WAYBILL NUMBER, DATE, FROM OR TO, HOW CHARGED, HOW SETTLED AND AMOUNT REQUIRED FOR RELIEF ON EACH WAYBILL.

(A) SUMMARY SHEET FOR RELIEF OF OVERCHARGES DUE TO MISROUTING BY CARRIER OR FOR OUTSTANDING CHARGES WHICH HAVE BEEN REVIEWED BY THE MANAGER, REVENUE ACCOUNTING, SHALL BE LISTED ON A.D. 1608, WITH TRAFFIC DEPARTMENT OR MANAGER, REVENUE ACCOUNTING AUTHORITY ATTACHED.

(F) WHEN REFUND IS MADE OF AN OVERAGE THAT WAS PREVIOUSLY CHARGED ON A.D. 1608, CREDIT SHALL BE LISTED ON A.D. 1608, ATTACHING RECEIPT FOR REFUND AND GIVING FULL REFERENCE TO A.D. 1608 COVERING THE ORIGINAL CHARGE.

RECHARGE FOR CREDIT PREVIOUSLY OBTAINED SHALL BE LISTED ON A.D. 1608, GIVING FULL REFERENCE ON SUPPORTING PAPERS TO THE ORIGINAL CREDIT.

3342. FOREIGN ROAD SERVICE CHARGES, SUCH AS SWITCHING, ICING, DEMURRAGE, TRACK STORAGE, FEEDING, DETENTION, STOP-OFF ETC., FOR WHICH ADVANCES ONLY WAYBILLS OR CORRECTIONS ARE RECEIVED AFTER DELIVERY OF SHIPMENT AND COLLECTION OF CHARGES, SHALL BE HANDLED:

AMOUNTS DUE TO OR FROM CONNECTING LINES

ADJUSTMENT PREVIOUSLY LISTED ITEMS

RECHARGE FOR CREDIT PREVIOUSLY OBTAINED SHALL BE LISTED ON A.D. 1608, GIVING FULL REFERENCE ON SUPPORTING PAPERS TO THE ORIGINAL CREDIT.

MISROUTING ERRORS OR OUTSTANDING FREIGHT CHARGES

FOREIGN ROAD SERVICE CHARGES, SUCH AS SWITCHING, ICING, DEMURRAGE, TRACK STORAGE, FEEDING, DETENTION, STOP-OFF ETC., FOR WHICH ADVANCES ONLY WAYBILLS OR CORRECTIONS ARE RECEIVED AFTER DELIVERY OF SHIPMENT AND COLLECTION OF CHARGES, SHALL BE HANDLED:

OUTSTANDING MISCELLANEOUS CHARGES

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RELIEF OF AGENTS - FREIGHT ITEMS (CONT'D)

3342 CONT'D WHEN CHARGES ARE DETECTABLE ON ORIGINAL WAYBILL AND CONSIGNEE HAS FILED NOTICE DISCLAIMING BENEFICIAL OWNERSHIP, PRIOR TO DELIVERY OF SHIPMENT, AGENT SHALL PRESENT BILL TO SHIPPER OR BENEFICIAL OWNER.

WHEN CONSIGNEE HAS NOT FILED NOTICE OF NON-BENEFICIAL OWNERSHIP, AGENT SHALL PRESENT BILL TO CONSIGNEE.

WHEN CHARGES WERE NOT DETECTABLE ON ORIGINAL WAYBILL AND CONSIGNEE HAS FILED NOTICE OF NON-BENEFICIAL OWNERSHIP, AGENT SHALL BILL THE BENEFICIAL OWNER OR SHIPPER. WHEN CONSIGNEE HAS NOT FILED NOTICE OF NON-BENEFICIAL OWNERSHIP, PRESENT THE BILL TO CONSIGNEE. AFTER DIRECT REFUSAL TO MAKE SETTLEMENT OR TWO UNANSWERED DEMANDS, RELIEF FOR CHARGES SHALL BE CLAIMED ON A.D. 1608, ATTACHING ALL PAPERS.

WHEN AGENT IS IN DOUBT AS TO INFORMATION ON ORIGINAL WAYBILL, HE SHALL IMMEDIATELY CONTACT THE MANAGER, REVENUE ACCOUNTING.
MISCELLANEOUS CHARGES - FREIGHT

3349. (A) MISCELLANEOUS Service bills shall be prepared by agents for all miscellaneous services rendered at stations under their jurisdiction. Form shall be completed showing all information required, however copy of freight bill shall be utilized when possible. A. D. 80 station number and name shall be shown.

MISCELLANEOUS TrueTrain bill form A. D. 1546 shall be used in rendering freight bills to patrons for all charges assessed for miscellaneous services, except, copy of freight bill shall be utilized when possible.

(B) MISCELLANEOUS bills shall be numbered in rotating series 1 to 9999. When agent utilizes copy of waybill in lieu of miscellaneous bill he shall show "Misc." as a prefix to the waybill number.

(C) When a miscellaneous service such as stopoff, reconsignment etc., occurs, agent shall prepare miscellaneous bill.

(D) Agent shall patron code miscellaneous service bills.

(E) Agent shall code miscellaneous bills with the type of service code covering miscellaneous services performed as instructed by Manager Revenue Accounting Chart series 177. Where miscellaneous bills cover more than one service, agent shall show code applicable for each service. Agent shall also attach an extra copy of bill for each coded service.

(F) Agents shall promptly forward all miscellaneous bills to Supervisor Revenue Accounting for reporting.

(G) Supervisor Revenue Accounting shall list all miscellaneous service bills and charges in miscellaneous classes as designated by Manager Revenue Accounting, in chart 101. Each listing shall be supported by a copy of bill.

(H) Debit and credit corrections covering miscellaneous bills shall be listed in classes as designated in chart 101.

3350. Charges assessed for delay in surrender of order bill of lading shall be covered by miscellaneous bills and listed in class 58.

3351. Storage bills shall show all information required by the forms and shall be numbered in miscellaneous bill series. Bills for storage on outbound shipments shall show date forwarding instructions are received, outbound waybill number and date.

Prepare bills for track storage on regular storage bill form and list in class 58.

3352. (A) Service and feeding charges for livestock, enroute, shall be covered by miscellaneous bills and amounts listed at destination in class 58, when charges are to be collected from consignee off line or in another region, advance-only waybill shall be prepared.

(B) When feed or other supplies are purchased, the bills shall be sent to Supervisor General Accounting, Regional Controllers Office.
FREIGHT ACCOUNTING

MISCELLANEOUS CHARGES - FREIGHT (CONT.)

3353. Charges assessed for loading, unloading, or reloading carload freight and blocking freight on cars, collectible from shipper or consignee shall be covered by miscellaneous bill and listed in class 58.

3354. When a car is to be stopped enroute to complete loading, to partially unload, or for any other miscellaneous service, the agent at stop-off point shall prepare miscellaneous bill and list charges in class 58 and make an advance only waybill to follow shipment to destination. The advance only waybill and revenue waybill shall be cross-referenced and, when possible, the advance only waybill shall be attached to the revenue waybill.

When stop-off charge is prepaid at point to origin for the stop-off to be accomplished enroute, the origin agent shall enter the amount of such stop-off charge in the prepaid column of revenue waybill. Where a stop-off is accomplished to complete loading of car or TrucTrain Trailer within the limits or origin station or origin TrucTrain Terminal, the stop-off charge shall be shown in advanced column of revenue waybill. If such stop-off charge is prepaid it should also be shown in the prepaid column of revenue waybill. Copy of outbound waybill on which all charges are crossed out except the stop-off charge in advance column, shall be used as a miscellaneous bill for reporting in class 58.

Where stop-off is accomplished within the destination station, miscellaneous bill shall be reported to collect charges for the stop-off.

3355. Charges assessed for use of railroad wagon scales shall be entered on A.D. 5280, wagon scale certificate and record. Original shall be given to patron, duplicate shall be attached to listing in class 58 and triplicate retained by agent.

3356. Charges for card weighed, loaded or empty, on request of shipper or consignee, shall be listed in class 58 supported by copy of miscellaneous bill showing authority for weighing.

3357. Charges for cleaning, fumigating or disinfecting cars, as provided in tariffs, shall be covered by miscellaneous bills which shall show whether stock car is single or double deck. Bills shall be reported in class 58.

3358. (A) When a shipment is sold agent shall prepare F.D. 1645 form shall show car number, revenue waybill number and date in addition to other information required. Form shall show separately freight and miscellaneous charges accrued against shipment. Agent shall apply miscellaneous bill number and forward to supervisor revenue accounting for reporting in class 58.

(B) State sales tax shall be collected where applicable and listed in class 58. When listing proceeds of sale on F.D. 1645, report the amount of state sales tax collected and if state sales tax is not collected attach exemption certificate to F.D. 1645.

(C) When amounts paid in settlement of claims for loss or damage are returned by claimant(s), or collected from them upon request of freight claim agent, freight bill shall be prepared and copy of F.D. 1645 attached to class 58.
3359. Garnishee, subpoena, writ and similar fees collected shall be listed in Class 58, supported by miscellaneous freight bill, showing services and names of parties involved.

3360. (A) Collections made on authority of purchasing agent or general manager for sale of scrap, cinders or other material, or for services not covered by tariff, shall be listed in Class 58. This rule shall not apply when the agent receives special instructions or the waybill includes special instructions covering the disposition of the collection.

(B) Contracts covering the sale of company scrap material sold F.O.B. destination shall provide that shipments be consigned to the railroad company in care of agent for collection of accounts receivable bills, or consigned to the railroad company with instructions to deliver to the purchaser when credit has been authorized by the treasurer, and shall move as "Free Co. Use".

The free time for unloading cars of company scrap shall be the same as for a commercial shipment. Contracts provide such shipments are subject to detention charges and the charges for detention on cars held beyond the free time shall be based on the rules in the tariff providing such free time.

Twenty-four hours (one day) free time shall be allowed purchaser at F.O.B. point for payment of the value of the material and furnishing disposition orders computed from the first 7:00 A.M. following the sending or giving of the notice to the purchaser.

If the party unloading the car is working under demurrage average agreement, detention beyond the free time period shall be offset by credits earned on inbound cars, and separate bill, if any, on this basis, shall be presented to party unloading the car. However, credits earned on cars of company scrap material shall not be applied in offsetting debits on other inbound cars.

A complete record of all such cars shall be reported on A.D. 1366-A, showing in the space provided for "Remarks", "Detention charges for delay in payment of invoice, reshipment or unloading".

When scrap material is sold F.O.B. origin, such shipments shall be waybilled at tariff rates and are subject to detention charges at applicable tariff rates.

3361. When bulkheads are furnished for shipments of mixed grain, etc., the tariff charge for bulkheads shall be covered by miscellaneous bill and listed in Class 58.

3362. When cars are moved in special freight train service, on request of shipper or consignee, the additional charges provided by tariffs for this special service shall be listed in Class 58 and advances-only waybill prepared to cover.

3363. Advances-only waybill to cover accessoriable charges accrued in transit shall be reported in local carload class, if destination is a P.R.R. station. If destination is on foreign line report in interline carload class.

3364. P.R.R. freight tariff provides for a per car charge to be assessed for furnishing covered hopper cars of A.A.R. mechanical designation "L.O." for loading outbound shipments of flour.

Miscellaneous bill shall be prepared, for any such charge and, if not collected from shipper, shall be shown as advances on car movement revenue waybills.
FREIGHT ACCOUNTING

MISCELLANEOUS CHARGES - FREIGHT (Cont.)

3365. Trunk Line Territory Railroads Tariff 154 B, I.C.C. A-977, governing receipt and delivery of cars of freight on, to, and/or from private tracks and industrial tracks, defines service to be performed under line haul or switching rates. Freight rates include the receipt and delivery without additional charge only when service is performed at the railroad's convenience. When locomotives are delayed in excess of thirty minutes by acts of shipper or consignee, conductor shall prepare, in duplicate, Form C.T. 1031—Report of Delays in Switching of Industries for which the industry is responsible, showing necessary identifying information and the cause of delay. The conductor shall deliver the original report to the industry and the duplicate to the freight agent.

Freight Agent, upon receipt of duplicate of Form C.T. 1031, shall determine from tariff proper charge to be assessed, and shall prepare miscellaneous freight bill to be presented to the industry and forward for listing in Class 58, to which copy of the miscellaneous bill shall be attached. Copy of miscellaneous bill shall be retained in agency files.

3366. All TrucTrain terminals and freight agencies having jurisdiction over TrucTrain terminals shall maintain uniform records, as follows, to support the assessment of detention and storage charges on all TrucTrain traffic. These documents shall be furnished when it is necessary to verify a detention or storage miscellaneous bill. The outline indicates the information that shall be recorded for each plan and the specific documents on which it is to be shown.

Uniform Records To Be Maintained At TrucTrain Terminals

<table>
<thead>
<tr>
<th>Plan I</th>
<th>Plan II</th>
<th>Plan III</th>
<th>Plan IV</th>
<th>Plan V</th>
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<tr>
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<tr>
<td>Dates &amp; Time Trailer Tendered for Delay</td>
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<tr>
<td>Date &amp; Time Trailer Delivered (Delay Receipt)</td>
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<td>CT7510</td>
<td>CT7510 &amp; Delay Receipt</td>
<td>CT7510 &amp; Delay Receipt</td>
</tr>
<tr>
<td>Date &amp; Time Trailer Released</td>
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<td>CT7510 &amp; Delay Receipt</td>
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### FREIGHT ACCOUNTING

**MISCELLANEOUS CHARGES - FREIGHT (CONT.)**

**3366, CONT.**

#### UNIFORM RECORDS TO BE MAINTAINED AT TRUCTRAIN TERMINALS (CONT.)

<table>
<thead>
<tr>
<th>PLAN I</th>
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<tbody>
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**FORWARDED TRAILERS**

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<th>DATE &amp; TIME</th>
<th>DATE &amp; TIME</th>
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<tr>
<td></td>
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<td>CT7537</td>
</tr>
</tbody>
</table>

**NOTE 1:** In addition to date and time the name of individual who received message and name of railroad employee who sent message shall be shown.

**NOTE 2:** On Plan II, when notification is given prior to arrival of trailer at terminal, information shall be shown on CT7510 (use space "Trailer Ordered By"). On other than Plan II this prior notification shall be noted on the delivery receipt when received.

When there is no arrival or available notice given due to prior arrangements with patron, the records shall be noted "Not Notified" and the reason for not notifying shall be shown.

**FORM EXPLANATION**

A.D. 5380 - LOCAL FREIGHT WAYBILL - PLAN I TRUCTRAIN SERVICE

CT 7510 - PICK-UP OR DELIVERY ORDER

CT 7511 - TRACK CHECK

CT 7537 - TRAILER INSPECTION AND RECEIPT
3370. (A) When perishable protective charges appear in freight column of interline received waybills, revisor shall prepare form AD 3011 and attach it securely to the back of waybill. Specific entry shall be made on form for each item to be charged and such entries shall be shown in proper location on the form and balanced with original waybill amounts. AD 3011 shall be coded as instructed in chart 3000 series issued by the Manager Revenue Accounting.

(B) All advances-only waybills prepared for perishable protective charges shall be cross-referenced to the revenue waybill, and attached to it if possible.

(C) Agents shall secure written orders from shippers, specifying type of car, such as refrigerator, ventilator, box, etc., and character of service desired in accordance with Rule 35.

(D) When preiced car is not used at station for which ordered, charge for entire quantity of ice and salt, and incidental switching, applicable at that station, shall be collected from party ordering the car and reported in Class 58.

(E) When cars are initially iced at a point other than where cars are to be loaded, agent at point where iced shall immediately advise the agent at loading station as to quantity of ice, etc. Furnished.

(F) Charges for extra meltage account of detention shall be assessed in accordance with Rule 215, or Rule 630, paragraph E, and agent shall show on waybill date ordered placed, time and date actually placed, and time and date of receipt of written shipping instructions. Enter charge in advances column of revenue waybill and report in Class 58. If charges are to be prepaid, they shall also be entered in prepaid column.

(G) When shipper places ice or salt in car at loading point in accordance with Rule 210, agent shall assess full stated refrigeration charge, and shipper should forward bill to Manager Revenue Accounting.

(H) When car is to be forwarded to destination without ice, note order, bill of lading and waybill in accordance with Rule 385.

(I) Agents shall permit shippers to place ice in body of cars and assess charges in accordance with Rules 242 and 243, entering charges in freight column of interline revenue waybills with notation "Due P.R.R." or in advances column of local waybills. Copy of the local waybill showing only the advances shall be reported in Class 58.

3371. (A) Use exact tariff notations on waybills for kind of service ordered.

In absence of prescribed notation, place descriptive notation on waybill, such as: Ice removed from Bunkers at _____________ Rule 75.

When shipment is to be reiced under Section 2, the following notation shall be placed on revenue waybill by agent where charge is first applicable:

Render bill for reicing (and salting) service against Fruit Growers Express Co.
REPORTING PERISHABLE PROTECTIVE TARIFF CHARGES (CONT.)
ICE AND REFRIGERATION (CONT.)

3371. (B) When bills for ice and salting service are to be rendered to such accredited patrons through General Office, charges shall not be entered on waybills nor shall advances-only waybills be prepared for services en-route. Origin Agent shall make notation in block of waybill provided for "Instructions regarding icing, etc." as follows:

"Render bill for icing (and salting) service against
_______________________
(NAME OF SHIPPER AND P.O. ADDRESS).

When such notation appears on waybill and shipper is not an accredited patron of this company, charges for icing shall be reported in Class 58 and advances-only waybill prepared reading from station at which service is performed to origin station shown on waybill accompanying shipment. Advances-only waybill shall be mailed to agent at origin.

(C) Agent shall furnish District Representative of Fruit Growers Express Company with a copy of revenue waybill for each refrigerator car loaded.

3372. (A) Charges assessed at point of shipment for services listed below shall be reported in Class 58 and entered on revenue waybill as advances, also in the prepaid column, if charges are prepaid:

ICE, SALT, SWITCHING, UNDER RULE 240, PARAGRAPH B 1, AND RULE 400.

DETENTION UNDER RULES 215, AND 630, PARAGRAPH E.

COOLING UNDER RULE 246.

REFRIGERATION CHARGES UNDER RULE 240 SHALL BE ENTERED IN FREIGHT COLUMN OF INTERLINE REVENUE WAYBILL, WITH NOTATION "DUE P.R.R." OR IN ADVANCES COLUMN OF LOCAL WAYBILL. COPY OF THE LOCAL WAYBILL SHOWING ONLY THE ADVANCES SHALL BE REPORTED IN CLASS 58.

ALL CHARGES FOR STANDARD REFRIGERATION AND OTHER MODIFIED FORMS OF REFRIGERATION SERVICES IN SECTION 2, SHALL BE ENTERED IN FREIGHT COLUMN OF INTERLINE WAYBILL, WITH NOTATION "DUE P.R.R."

ALL CHARGES FOR MECHANICAL REFRIGERATION SERVICES INCLUDING DETENTION AT ORIGIN, SHALL BE ENTERED IN FREIGHT COLUMN OF INTERLINE WAYBILL, WITH NOTATION "DUE P.R.R." OR IN ADVANCES COLUMN OF LOCAL WAYBILL WHEN AT ORIGIN AND ON MISCELLANEOUS BILL FOR DETENTION AT DESTINATION ON LOCAL SHIPMENTS.

CHARGES FOR DETENTION ON MECHANICAL REFRIGERATOR CARS ACCRUING AT INTERMEDIATE POINTS OR AT FINAL DESTINATION SHALL BE ENTERED IN FREIGHT COLUMN OF INTERLINE WAYBILL WITH NOTATION "DUE (NAME OF ORIGINATING CARRIER)". ON LOCAL SHIPMENTS, DETENTION CHARGES AT INTERMEDIATE POINTS SHALL BE REPORTED IN CLASS 58 ON MISCELLANEOUS BILL AND ADVANCED TO DESTINATION ON ADVANCES ONLY WAYBILLS. REPORT DESTINATION DETENTION CHARGES ON LOCAL SHIPMENTS ON MISCELLANEOUS BILL IN CLASS 58.

(B) Agents where services are performed shall enter in freight column of interline waybill, with notation "DUE P.R.R.", all charges for standard refrigeration, rule 240, paragraphs B 1 and B 2 (bunker charge) and other modified forms of refrigeration services in section 2. Advances only waybills shall be made for charges for these services on shipments moving on local waybills and charges shall be reported in Class 58.
Agents shall have reported in class 58 charges for ice, salt and switching on shipments placed under Rule 240. Advances-only waybill shall be prepared.

When additional ice, salt and switching is chargeable, agent at point where service is performed shall report charges in class 58, and prepare advances-only waybill.

In all cases, the character of service and amount of charges shall be noted plainly on the revenue waybill.

(C) Agents at points where service is performed shall report charges for ice, salt and switching under section 4, in class 58, and prepare advances-only waybill.

(D) Where retop icing is performed in transit in accordance with Rule 243, agent at point where service is performed shall report charge in class 58 and prepare advances-only waybill.

(E) Charge for ventilation service under Rule 230 shall be entered in freight column of interline waybill with notation that charge accrues to the road to which the standard refrigeration charge is credited. Enter this charge in advances column of local waybill and report in class 58.

(F) When standard refrigeration, Rule 240, or other modified refrigeration services are ordered charged, or shipments are reconsigned or diverted, agent shall correct refrigeration charge in freight column of interline revenue waybill or advances column of local waybill to conform with the Tariff, and note waybill showing rule for the new service. Station where change is made and date shall also be shown.

(G) When additional refrigeration charges are assessed at diversion point under Rule 205 account of out of route or backhaul, agent at diversion point shall have charge reported in class 58 and prepare advances-only waybill to new destination.

(H) Charge for removal of ice as provided for in Rule 75, Paragraph B 1, also Rule 105, Paragraph D, shall be assessed by agent at point where service is performed, reported in class 58, and advances-only waybill prepared. When service is performed at destination, prepare miscellaneous freight bill and report in class 58.

(I) Charge assessed under Rule 90 shall be reported in class 58 by the agent at point where the service is performed and advances-only waybill prepared.

(J) Agent at destination shall report charges for ice, salt and switching in class 58. Prepare miscellaneous freight bill for collection of charges.

(K) Report disinfecting charges assessed in accordance with Rule 140 in class 58.
REPORTING PERISHABLE PROTECTIVE TARIFF CHARGES (CONT.)

HEATER SERVICE CHARGES

3373. (A) Enter charges assessed at point of shipment for detention under Rule 590 on revenue waybill as advances, and report in Class 58.

When heater service charge is applicable under Rules 514 or 516 from point of shipment, agent shall show on waybill initial and number of heaters, time and date installed, and if caretaker was or was not in charge.

Charges assessed at point of shipment for carriers protective service, or modified carriers protective service under Rules 509 or 515, shall be entered in freight column of interline revenue waybill. Enter charges in advances column of local waybill and report in Class 58.

(B) Charges assessed in transit for detention under Rule 590 shall be reported in Class 58, and advances-only waybill prepared.

When heater service charge is applicable under Rules 514 or 516 from a point in transit, agent shall show on waybill initial and number of heaters, point of installation, time and date installed, and if caretaker was or was not in charge.

Charges assessed at a point in transit, for carriers protective service, or modified carriers protective service under Rules 509 or 515, shall be entered in freight column of interline revenue waybill, and notation made on waybill showing from what point charges are applicable. Prepare advances only waybill for any shipment moving on local revenue waybill and report in Class 58.

For charges covering service in transit in accordance with Rule 510, to heaters furnished by shippers, advances-only waybill shall be prepared, showing description of materials used, and services rendered, and reported in Class 58.

When heaters for shipments transported under Rules 514 or 516 are removed in transit, agent shall note on revenue waybill: point, date and hour heaters are removed.

(C) Charges assessed at destination for detention under Rule 590 shall be reported in Class 58 and miscellaneous bill prepared for collection of charges.

When heaters for shipments transported under Rules 514 or 516 are removed at destination, agent shall note on waybill: point, date and hour heaters were removed, or car unloaded, compute and enter charges in freight column of interline waybill. Where heaters were installed on P.R.R., or on a switching line, for account of P.R.R., destination agent shall prepare miscellaneous bill and report in Class 58.

Where heaters are installed and removed at destination under Rules 514 or 516, agent shall compute charges and report in Class 58, preparing miscellaneous freight bill. Where heaters were installed by a foreign carrier, in the absence of advances-only waybill, or special waybill, agent shall enter charges in freight column of interline revenue waybill with notation in Description of Articles block "Due ________________ (name of road that installed heaters).

Charges covering service at destination in accordance with Rule 510 to heaters furnished by shippers shall be reported in Class 58, and miscellaneous freight bill prepared with description of materials used, and services rendered.
3373. (D) WHERE REVENUE WAYBILL SHOWS REFERENCE TO ADVANCES-ONLY WAYBILL AND WAYBILL HAS
NOT BEEN RECEIVED, DESTINATION AGENT SHALL PROTECT CHARGES AND REQUEST AGENT AT POINT WHERE
SERVICE WAS PERFORMED TO FURNISH ADVANCES-ONLY WAYBILL. THE AMOUNT COLLECTED SHALL BE PLACED
IN AND OVER AND ADVANCE COLLECTION ACCOUNT PENDING RECEIPT OF ADVANCES-ONLY WAYBILL.

WHEN DESTINATION AGENT RECEIVES A REVENUE WAYBILL WHICH INDICATES THAT PERISHABLE
PROTECTIVE SERVICE HAS BEEN EFFECTED, FOR WHICH ADDITIONAL CHARGES SHOULD BE COLLECTED AND ADV-
VANCES ONLY WAYBILL HAS NOT BEEN RECEIVED, ALSO WHERE REVENUE WAYBILL DOES NOT SHOW ADVANCES
ONLY WAYBILL NUMBER, DATE, AND AMOUNT, NOR OTHER REFERENCE MADE THERETO, COLLECTION SHALL BE
MADE AND PLACED IN OVER AND ADVANCE COLLECTION ACCOUNT PENDING RECEIPT OF ADVANCES ONLY WAY-
BILL WHICH MUST BE SECURED FROM POINT WHERE SERVICE WAS PROVIDED.

3374. RETURN OF HEATERS IN ACCORDANCE WITH RULE 550 SHALL BE AS FOLLOWS:

(A) RETURN TO P.R.R. POINT
1. Ship via prepaid REA Express.
2. Prepare appropriate freight waybill noting thereon REA Express waybill
   reference. Mail freight waybill to agent at destination. Retain two copies
   of freight waybill in agency file.
3. Upon receipt of bill for REA charges, attach corresponding copy of freight
   waybill and send to accounts payable department of regional comptroller for
   payment of charges.

(B) RETURN TO OFF-LINE POINT
1. Ship via prepaid REA Express to connecting line agent at off-going inter-
   change point.
2. Prepare freight waybill to final destination, noting thereon REA Express way-
   bill reference. Mail freight waybill to connecting line agent at off-going
   interchange point. Retain two copies of freight waybill in agency file.
3. Upon receipt of bill for R.E.A. charges, attach corresponding copy of
   freight waybill and send to accounts payable department of regional comptroller
   for payment of charges.
DIVERSIONS AND RECONSIGNMENTS

3380. (A) Original waybill shall accompany car to final destination. Therefore, at points where it is the practice to reconsign or divert cars or, if agent has knowledge that cars may be reconsigned or diverted, waybills shall be held until disposition orders have been received. Cars held for orders.

(B) Original A.D. 5291, notice of change in destination or consignee, shall be forwarded daily to the manager revenue accounting; one copy to freight agent at diversion point, and copy to freight agent at original destination.

Agent at diversion point or agent at original destination, if original waybill is received overhead, shall correct the revenue waybill and underlying forms, forward them at once to new destination, and file copy of A.D. 5291 as office record.

3381. Agent at station where car is diverted or reconsigned shall prepare bill for the charge and show service in the description of articles block on waybill. Charge shall be listed in class 58.

Agent shall see that the service ordered is in accord with tariff provisions; if not, he shall contact the district sales manager.

When charges are paid at station where service is performed, the revenue waybill shall be noted in the description of articles block: "Paid at ___________ not to be collected from consignee."

3382. Agent accepting diversion instructions that would increase charges to be collected, make collect waybill, read prepaid, or increase amount of prepaid, shall secure instructions from party authorizing diversion as to the collection of all charges. He shall determine whether new destination is a non-agency station, and, if it is, determine from whom charges are to be collected before diversion order is applied.

When a prepaid shipment is reconsigned and additional charges are to be collected at new destination, agent shall place notation "to apply" against prepaid charges on original revenue waybill. When original waybill is corrected at reconsignment point, changes shall be made in ink showing date, station name and by whom made. If not in possession of through rate, agent shall refer to the district sales manager, and, if not received before shipment is forwarded, waybill shall be noted: "destination agent correct rate and extension."

3383. On interline shipments when through rate is not applicable and charges are based on rates to and from reconsigning point, the waybill, if not covering perishable freight, shall be reported by agent at reconsigning point, who shall make a new waybill from his station to final destination, showing inbound charges as advances.

When original waybill covers perishable freight, or if through rate is applicable, the heading of waybill shall be changed to final destination and correct rate applied.

On local shipments heading of waybill shall be changed to final destination and correct rate applied.

3384. Agents shall see that all diversion orders show clearly the name of party from whom received.

When orders are received from original consignee, his name and address shall be shown on new waybill in space headed "shipper."

3385. On interline shipments after waybill has been listed to manager revenue accounting, and diversion order is received which affects freight charges, correction shall be issued voiding reporting of original waybill and changing heading of waybill. Copy of waybill shall be made showing original listed charges, origin carrier and routing. Waybill with correction attached shall move with car to new destination, if not applicable agent shall rebill shipment showing inbound charges as advances in which case no diversion charge is applicable. On local shipments change of heading correction shall be made.

Additional collections.
3386. When a waybill is not in agent's possession, and diversion orders are received, he shall wire original destination agent to forward to new destination the waybill and any advances only waybills relating to the car; he shall also wire agent at new destination of action taken.

3387. When freight charges are paid at diversion point and heading of waybill is changed to new destination, agent shall prepare prepaid only waybill for amount collected and attach it to revenue waybill, which shall be noted "Charges collected at __________" S.E. P.P.O.W.B. __________." When collection is to apply in partial prepayment, the amount on the prepaid only waybill shall be noted "To Apply." The original waybill shall not be changed to read prepaid.

3388. When charges are to be collected from consignee and heading of original waybill changed to new destination, agent where service is performed shall make an advanced only waybill, which shall be cross-referenced and attached to revenue waybill to move with shipment to destination.

3390. A backhaul is one for which the movement to final destination is exclusively over the route via which the car reached diverting point. For movements involving a backhaul, except perishable freight, the original waybill shall be reported by agent at point of diversion and a new waybill made therefrom to final destination.

Charges for backhaul shall be assessed and shown on the new waybill in freight column. When the charges to point of diversion follow to destination they shall be shown as advances. For perishable freight, heading of the original waybill shall be changed to new destination and rate corrected. Additional freight charges shall be added in freight column and waybill plainly noted to show the backhaul.

3391. When shipments waybilled prepaid are diverted with instructions to collect all charges at destination, agent at point of diversion shall correct waybill and issue correction to read "Collect," forwarding correction to interested auditor, and sending two copies to forwarding agent.

3392. When destination receives a waybill which indicates that diversion or reconsignment has been effected and the charge shall be collected with the freight charges and no advance only or miscellaneous bill is received, A.D. 5628 shall be prepared, in duplicate, by the revision clerk. One copy shall be forwarded to destination agent and one copy for open file of supervisor revenue accounting for policing reporting of bill. Revisor shall note above the item involved on waybill "A.D. 5628" and date to indicate protection of accessorial charge.

Destination freight agent shall, where necessary, utilize A.D. 5628 for collection of charge, support O & A remittance and to obtain advance only waybill.

When diversion involves only a change in route, charges shall be considered prepaid only via original route. When change in route is authorized by shipper executing bill of lading, agent at ultimate destination shall consider charges fully prepaid and shall issue correction for any difference in charges, sending copies to origin agent and to auditor.

If destination agent does not have knowledge of correct rate to be applied, he shall handle immediately with the supervisor revenue accounting who has revision jurisdiction.
3393. When a shipment of coal moving from a mine to a lake port on a car card is diverted to an interior point, agent at point of diversion shall suppress the car card and prepare revenue waybill as from point of origin to original destination, using the same number as that of the car card, and shall then cross out the original and insert the new destination. Rates and charges shall be shown on the revenue waybill as from point of origin to the new destination.

Correction showing the change in destination shall be issued and the correction, with the car card attached, forwarded to the supervisor revenue accounting for reporting.

3394. Agent at point of diversion shall prepare, from the mine card revenue waybill, a copy on standard form of waybill, with underlying forms, heading to show issuing carrier. Agent shall show change in destination and name of consignee, and assess charges at regular tariff rates. The standard waybill will move with the car to destination.

Correction shall be issued showing change in destination and charges, and, with the mine card revenue waybill, sent to the supervisor revenue accounting for reporting. Copy of correction shall be sent to agent at original destination. If the mine card revenue waybill is of other than this company's issue, copy of the correction shall be sent to the agent and auditor of origin road.

3395. When carload traffic is diverted by a service order or other authority, the route by which traffic is to be forwarded shall be entered on waybill, with full authority.
3425. List switching charges in Class 58, list of miscellaneous charges, freight, attaching duplicate copies of A.D. 5900-A, switching orders, which shall be listed in printed serial number order. Forwarding agents shall list the serial number and destination of all forms A.D. 5900-A issued on collect shipments. Do not list the amounts to be collected. Spoiled forms A.D. 5900-A, shall be so noted, and all copies forwarded to supervisor revenue accounting for attachment to Class 58.

Agents shall use A.D. 5900-A for movements within limits of one agency, when rate is published in switching tariff; also for movements of ferry cars and switching from or to foreign road junctions when no interline switching bills are made.

Where local waybill forms are used as switching waybills agent shall show "switching" in the description of articles block followed by the weight, rate and charges in their proper columns. These waybills shall be numbered in miscellaneous bill number series. Copy of waybill shall be attached to and reported in Class 58. Issuing agent, who shall collect charges from shipper when prepaid or from consignee where collect.

The original waybill shall be filed at destination with carload delivery receipts after entering on demurrage record.

3426. (A) Forms A.D. 5900-A, numbered consecutively, are invoiced to agents, who should examine the forms, note any exceptions and send receipted invoice to manager revenue accounting.

(B) Agents shall furnish carriers with a supply of the forms and maintain record of numbers furnished. When shipper is not supplied with forms, agent or yardmaster shall prepare A.D. 5900-A, retaining the stub.

(C) Shipper shall enter information required on A.D. 5900-A, retaining the stub, on which receipt shall be given. Original, duplicate and triplicate shall be delivered to agent, conductor or yardmaster as authority for car movement. When movement has been completed, the forms shall be signed by conductor and delivered to agent, who shall complete the form, showing rate, weight and charges.

(D) When movement between two agencies is to be prepaid, forwarding agent retains original and duplicate copies; when movement is collect, original and duplicate shall be sent to destination, the triplicate, in all cases, to accompany the car. Use original forms as miscellaneous bills to patrons.

3427. Transportation carriers are responsible for issuing bill of lading, protecting "order notify" consignments, securing receipts from consignees, and for the collection of transportation and switching charges of interested carriers. They are not responsible for collection of demurrage charges accruing on the lines of switching carriers.

3428. (A) Agent shall prepare interline switching waybill using form A.D. 5780 or A.D. 5780 A, forwarding original and as many copies as there are carriers interested with the car.
(B) Each switching waybill shall be numbered consecutively commencing with number (1) on the first day of each month.

(C) Proportions due each switching carrier participating shall be shown in the space provided. Other misc. charges shall be itemized.

(D) Initial or delivering carrier shall prepare the interline switching waybill, regardless whether the traffic is inter terminal or road haul.

(E) Agent shall enter "Road haul" in space provided for consignor or point of origin.

When car is consigned to one party "care of" another party, the name of the "care of" party shall also be shown in space provided for consignee. When road haul waybill reflects that car is leased, this information shall be shown on I.S.W.B.

(F) Agent shall enter "Road haul" in space provided for consignee.

(G) When no road haul is performed initial switching carrier (whether P.R.R. or foreign) shall issue a prepaid switching waybill.

(H) Interline switching waybill (except at Chicago, Ill.), corrections and correspondence shall be filed by agent.

3428. (A) Switching settlement statement forms A.O. 5773, A.O. 5773-A, A.O. 5773-B or A.O. 5773-C shall be prepared covering all traffic interchanged in the calendar month.

(B) When P.R.R. has not served as the initial or delivering carrier in the calendar month, a blank statement must be prepared and noted "Nothing to report."

(C) Separate statement is required for each carrier via each route.

(D) All information as required under the appropriate column headings shall be entered thereon and as provided below;

1. On P.R.R. road haul traffic for foreign road final switch, the original statement shall reflect waybill reference as required, however underlying copies to interested foreign road agents shall reflect the term - "Road haul."

2. On P.R.R. initial switch for road haul movement beyond by foreign carrier, under the column headed "Reference to Revenue Waybills" enter the term "Road haul."

3. Actual weight (minimum where so provided) shall be shown in "Weight column", if not known do not estimate, obtain from road haul carrier.
3429. (D) CONT.

4. Switching charges which are unabsorbed and collectable from the public shall be accomplished on a Misc. bill, reported in Class 58, and listed in column headed "Paid by Shipper or Consignee".

5. The total amounts shown in columns "Misc. Charges Due" and "Switching Charges Due" shall equal total of columns "Collect" and prepaid. The total amounts shown as "Paid by Shipper" and "Absorbed" shall equal the total of "Prepaid" column.

6. On P.R.R. road haul inbound for foreign road final switch, charge shall be shown in the prepaid column.

7. On P.R.R. initial switch for road haul movement beyond by foreign road, P.R.R. switch charge shall be shown in the collect column.

3430. (A) A forwarded recap shall be prepared for each carrier interested, making the same number of copies as was made for detailed reports.

(B) Recap sheets must in all instances balance.

(C) A received and forwarded grand recap shall be prepared for switching settlement statements covering switching with all roads reflecting the entire month's business.

(D) At stations in - Illinois, Indiana, Maryland, Michigan, New Jersey, New York, Pennsylvania, Ohio and West Virginia, on both forwarded and received grand recaps, the amounts for both the P.R.R. and each foreign road shall be separated into state and interstate business.

3431. (A) On or before the sixth (6) day of the succeeding month in which the traffic moved, certification agents shall meet connecting carriers' agents to compare monthly reports. After examination and of correctness agreed adjustments if any reports shall be jointly endorsed as correct.

(B) No change shall be made on these reports after verification.

(C) Errors subsequently detected shall be adjusted on the following months reports.

3432. (A) Forward the original A.O. 5773 and one copy of each received switching settlement statement & recap to manager revenue accounting, Div. 9, Dept. 255 not later than the eighth (8) day of the succeeding month in which the traffic moved.

(B) Two copies of each A.O. 5773 and recap shall be delivered to the agent of each interested carrier.

(C) A copy of each A.O. 5773 and each recap, and a copy of foreign road statement and recap shall be retained as an agency record.

3433. (A) Agents shall check daily interchange report for cars switched by P.R.R. to determine that interline switching waybill has been received, regardless of the manner of settlement of switching charges. Immediate action should be taken to secure interline switching waybill for cars appearing on interchange report but upon which no interline switching waybill has been received.
3434. WHEN FREIGHT CHARGES OF .16¢ PER MILE, AS PROVIDED IN CAR CONTRACT, ARE ASSESSED AGAINST TRAILER TRAIN COMPANY EMPTY CARS, SWITCHING CHARGES ARE NOT ABSORBED AND WILL BE ASSESSED AS FOLLOWS:

1. SWITCHING ACCOMPLISHED BY MEMBER RAILROAD, CHARGES TO BE ASSESSED ON THE BASIS OF .16¢ PER MILE.

2. SWITCHING ACCOMPLISHED BY NON-MEMBER RAILROAD CHARGES TO BE ASSESSED ON THE BASIS OF TARIFF CHARGES.
3501. (A) Demurrage Bureaus in Chicago, Pittsburgh and Philadelphia under the jurisdiction
of Superintendents of Stations are charged with the responsibility of preparing Monthly Demur-
rage Audit Statements A.D. 1373; maintaining checks to insure that bills are prepared for all
Demurrage charges due; filing and maintaining Demurrage Source Documents on a centralized basis;
mechanizing the computation of Average Plan Demurrage and Audit of Straight Demurrage charges.

(B) Agents shall prepare Individual Placement Cards for all cars subject to the
Series 4 Demurrage Tariff. Such Placement cards shall be the complete record of cars on de-
murrage and after release of the car shall be sent by the Agent to the Regional Demurrage Bureau.

(C) Promptly on release of car and completion of placement card Agent shall prepare
Miscellaneous Bill A.D. 1316 forwarding bill to Supervisor Revenue Accounting for reporting
and collection of charge from credit patron. Agent shall promptly collect charges from cash
patrons.

(D) After release of cars Agent shall carefully review Placement cards for cor-
rectness of the recorded data.

(E) All placement cards and a copy of each straight Demurrage bill shall be mailed
to Supervisor Demurrage Bureau using A.D. 1374, prepared in triplicate, Agent retaining one
copy. Both straight and average placement cards and straight bills shall be included on one
A.D. 1374. Demurrage Bureau shall receipt copy of A.D. 1374 and return to Agent for matching
with his file copy. Cards shall be sent daily by large stations and weekly by stations re-
leasing less than 50 cars per month.

(F) On the last mailing, to be no later than second working day of the following
month, include a Flag Card with placement cards to indicate the last card for the month.
The Flag Card shall be sent from the Agency Station but shall include all cars for stations
under its jurisdiction. A Flag Card shall be forwarded whether cars are released or not.

(G) Supervisor Demurrage Bureau shall, at the end of each month, prepare Demurrage
Audit statement A.D. 1373 mechanically computing Average Agreement accounts. A.D. 1373 shall
also be prepared monthly for each station for all cars released under straight plan demurrage.
Demurrage Bureau shall mail two copies of each A.D. 1373 to Agent and one copy to Manager
Revenue Accounting.

(H) Promptly on receipt of A.D. 1373 Agent shall prepare Miscellaneous Bill A.D.
1316 for each Average Agreement patron accruing charges, forwarding bill to Supervisor
Revenue Accounting for reporting and collection. Agent shall mail copy of A.D. 1373 direct
to patron and copy of bill to Demurrage Bureau.

(I) Supervisor Demurrage Bureau shall forward at the end of each month summary
of all cars, straight and average by stations and patrons to the Manager Revenue Accounting
showing number of cars and amount of Demurrage charges.
CAR DEMURRAGE (CONT.)

3502. INDIVIDUAL PLACEMENT CARD SHALL BE PREPARED FOR EACH CAR SUBJECT TO SERIES 4 DEMURRAGE TARIFF. CARD SHALL BE MAINTAINED IN THE MANNER PRESCRIBED AND RETAINED UNTIL CAR IS RELEASED. AGENT SHALL CAREFULLY REVIEW ALL ENTRIES TO INSURE THE CORRECTNESS OF THE RECORD AND OTHER DATA REQUIRED. BLOCKS SHOULD BE FILLED IN AS FOLLOWS:

BLOCK
1 THRU 4 - DO NOT WRITE
5 - ENTER PATRON NAME (ABBREVIATE SUFFICIENTLY TO IDENTIFY)
6 - 7 - DO NOT WRITE
8 - ENTER CAR INITIAL AND NUMBER
9 - ENTER "1" FOR INBOUND OR "0" FOR OUTBOUND
10 - ENTER KIND OF CAR (B-BOX, H-HOPPER, F-FLAT, ETC.)
11 - ENTER ASSIGNED PATRON ACCOUNT NUMBER FOR AVERAGE AGREEMENT PATRONS, OR "9999" FOR CARS UNDER STRAIGHT BASIS
12 - ENTER STATION NUMBER ASSIGNED TO THE STATION WHERE THE CAR IS RELEASED
13 - ENTER TYPE OF TRACK USING THE FOLLOWING SYMBOLS: PT - PRIVATE TRACK
     TT - TEAM TRACK
     IT - INDUSTRIAL INTERCHANGE
14 - ENTER RULE APPLIED
     CARS, EXCEPT PRIVATELY OWNED OR LEASED, RELEASED UNDER AVERAGE AGREEMENT ENTER RULE 9.,
     PRIVATELY OWNED OR LEASED CARS RELEASED UNDER AVERAGE AGREEMENT ENTER RULE 9-C.
     CARS RELEASED ON STRAIGHT PLAN ENTER RULE 7.
     WHEN FREE TIME ON STRAIGHT PLAN CARS IS LESS THAN 48 HOURS SHOW RULE APPLICABLE
     EXAMPLE - RECONSIDED CAR 24 HOURS ENTER RULE 28-1, GRAIN INSPECTION ENTER
     RULE 2-0, NO FREE TIME ENTER RULE 6-8, ETC.
     AN INDUSTRIAL RAILROAD IS NOT A CONNECTING LINE WITHIN THE MEANING OF RULE 28-2.
15-16-17 - DO NOT WRITE.
18 - ENTER THE NUMBER OF NON-DEMURRAGE DAYS.
     THIS SPACE TO BE USED FOR REPORTING NUMBER OF ADDITIONAL FREE DAYS ALLOWED DUE
     TO CLAIMS (FOR EXAMPLE, WEATHER INTERFERENCE OR CONCEALED LADING), BUT DO NOT
     INCLUDE THE REGULAR FREE TIME.
19 - ENTER AMOUNT OF DEMURRAGE DUE ON STRAIGHT PLAN BASIS,
     NO ENTRY REQUIRED FOR AVERAGE AGREEMENT CARS.
20 - ENTER "S" FOR STATE, OR "IS" FOR INTERSTATE
21-22 - DO NOT WRITE
23 - ENTER DAILY LOCATION OF CAR AFTER ACTUAL PLACEMENT.
     THE PRACTICE OF CHECKING TRACKS DAILY SHALL BE PERFORMED AT THE SAME TIME AND IN THE SAME
     MANNER, THAT IS, CHECK SHALL BE STARTED AT THE SAME END OF EACH TRACK AND TAKEN IN THE
     SAME DIRECTION AND THE NAME OR NUMBER BY WHICH THE TRACK IS KNOWN SHALL BE SHOWN.
24 - ENTER DAILY LOAD STATUS. USE "X" FOR LOAD AND "-" FOR EMPTY.
25-26 - ENTER DATE AND HOUR CHECKED
27 - CHECKER SHALL ENTER HIS INITIAL EACH DAY CAR IS CHECKED.
     AT STATIONS HAVING AUTHORITY TO ELIMINATE TRACK CHECK FOR DEMURRAGE PURPOSES
     ENTER LETTERS "T.C.E." ACROSS BLOCKS 23 THRU 27, TELEPHONE RECORDS, ETC.
     PROVIDED BY THE AUTHORITY SHALL BE MAINTAINED AND FILED BY AGENT.
     WHEN CHECKING PRIVATE CARS WHICH ARE LEASED TO CONSIGNEE OR CONSIGNORS, AND
     THEREFORE, EXEMPT FROM DEMURRAGE RULES AFTER ACTUAL PLACEMENT ON THE TRACK TO
     WHOM THEY ARE LEASED, CHECKER SHALL NOTE BLOCK 42 "REMARKS" WHETHER OR NOT THE
     NAME OF THE LESSEE IS PAINTED, STENCILED OR BOARDED ON EACH CAR.
3502. CONT.

28 - ENTER IN DATE AND HOUR COLUMN TIME LOADED CARS ARRIVE AT RECEIVING YARD OR BILLED DESTINATION.

29 - ENTER IN DATE AND HOUR COLUMN EXACT TIME ARRIVAL NOTICE AS REQUIRED BY DEMURRAGE RULES WAS SENT OR GIVEN.

Notice of arrival shall be sent or given for cars held in yards for surrender of order notify bills of lading or payment of freight charges. A notice sent or given on Saturday, Sunday or a Legal holiday does not in any manner change the date of computing free time.

When notice of actual placement is necessary under Demurrage Rule 4-A, if sent or given in any manner other than U.S. Mail, a record to substantiate such notice shall be maintained as to date and hour, given by and to whom.

30 - ENTER IN DATE AND HOUR COLUMN

The exact time bill of lading is surrendered or freight charges paid, or order necessary to make delivery of lading is received when car is held for that purpose. The date and hour of receipt shall be stamped or marked on order notify bills of lading, or other disposition orders, and envelopes in which they are received by U.S. Mail shall be preserved on file with the order.

The exact time an order is received from consignee or consignee's agent for a constructively placed car to be actually placed on private or industrial interchange track.

31 - ENTER IN DATE AND HOUR COLUMN EXACT TIME CAR WAS CONSTRUCTIVELY PLACED.

Constructive placement notice A.D. 1369 shall be sent or given consignee or, in lieu thereof, as otherwise agreed to in writing, that the car is held and that this railroad is unable to make delivery.

A notice sent or given on Saturday, Sunday or a Legal holiday does not in any manner change the date of computing free time.

32 - ENTER IN DATE AND HOUR COLUMN EXACT TIME CAR IS ACTUALLY PLACED.

Cars shall be considered "placed" on team tracks for unloading within the meaning of Rule 3-C when they are accessible. If removed by carrier to an inaccessible position, that time only shall be deducted from total detention time.

When railroad performs switching service, cars actually placed on private tracks shall not be considered "placed" until placed in a accessible position for unloading or at a point previously designated by consignee. In case failure to place cars in an accessible position or at point previously designated is attributable to patron, they shall be considered as "constructively placed without notice" at the time delivered on such tracks.

All cars unloaded without the necessity of a movement upon the part of the carrier's power shall be considered actually placed in an accessible position.

In the effective column enter in red pencil the effective demurrage date which is the first 7:00 a.m. date after actual or constructive placement. It should be understood the first 7:00 a.m. after tender shall be used as the effective date regardless of Saturdays, Sundays or holidays. It will not be necessary to consider date on which the free time begins.

33 - ENTER IN THE DATE AND HOUR COLUMN.

The exact time disposition orders for cars subject to Rule 2B-1 were received, or as otherwise modified by Rule 2B-2.

The exact time bill of lading is surrendered, or freight charges are paid, on cars subject to Rule 2B-2.

The time released by U.S. Customs on freight in bond, or, if delivered to bonded warehouse, the time customs entry was made on cars subject to Rule 2B-3, which will close the record. A new placement card will be made for the unloading record.
3502. CONT.

33 - CONT.

The exact time disposition orders are received on cars held for inspection per rule 2-0.

The exact time unloading was completed. When the exact hour of the release of cars to be unloaded cannot be otherwise ascertained, cars found empty upon checking tracks at 7:00 A.M. shall be reported as released at the previous 6:00 P.M.

When a loaded car is delivered to an industry performing its own switching service, it shall be released at the time it is returned empty to the interchange track; if returned reloaded, it shall be released from the inbound record at the time unloaded. This information, in writing, is to be furnished by the industry as provided in rule 2a-2.

With the exception of leased and privately owned cars in the effective column, enter in red pencil the effective release date.

Actual placement of leased or privately owned cars on tracks of lessor or owner constitutes release, therefore, in the effective column enter in red pencil the date of actual placement.

34 - Do not write

35 - Enter miscellaneous bill number applied to straight plan charges. No entry necessary for average agreement.

36 - Enter in date and hour column the exact time an order is received from a shipper for an empty car to be placed for loading, whether or not the car is already in position.

Written orders shall be secured from shippers for empty cars for loading. If a shipper declines to give a written order, agent shall maintain a record of the order on C.T. 722, noting thereon, the date and hour order was received, and name of person from whom received, also car initials and car numbers of cars furnished. If any cars should be ordered direct from yardmaster or other employees, agent shall secure a complete record of the order.

37 - Enter in date and hour column exact time car was actually placed.

An empty car already in position on team track assigned for loading to a consignor shall be shown as actually placed on date and hour order for car is received.

An empty car appropriated for loading, without being ordered, shall be shown as actually placed at date and hour so appropriated.

Cars will be considered "placed" on team tracks when they are in an accessible position for loading.

Cars will be considered "placed" on private tracks when they are in an accessible position for loading or at a point previously designated by consignor. In case of failure to place cars in an accessible position or at point previously designated is attributable to patron, they shall be considered "constructively placed without notice" at the time delivered on such tracks.

When cars cannot be actually placed on private tracks because of conditions attributable to consignor, cars shall be constructively placed as provided in rule 6a and entry shall be made in block 42 "Remarks" showing date an hour of such constructive placement.

When actual placement date is prior to ordered date in block 36 then the "order applicable" date shall be shown in block 42 "Remarks".

In the effective column enter in red pencil the effective demurrage date which is the first 7:00 A.M. date after actual or constructive placement, unless car was ordered for subsequent date in which event the "order applicable" date shown in block 42 "Remarks" shall be used as effective date.
3502. CONT.

38 - Enter in date and hour column exact time car is released. In the effective column enter in red pencil the effective release date.

Cars shall not be considered released until loading has been completed and bonafide shipping instructions, necessary to issue bill of lading and forward shipment, have been received, or where an industry performs its own switching service, when loaded car has been placed upon the interchange track and shipping instructions furnished agent.

Unless a shipper is on the credit list, bonafide shipping instructions shall not be considered to have been furnished until demurrage or other charges have been paid or entered on bill of lading and shipping order as advanced charges, or, on shipments requiring prepayment of freight charges, until such charges have been paid. (Exception: On Ohio intrastate shipments demurrage charges must be collected at point of shipment.)

In cases of improper or excessive loading, agents shall not accept shipping instructions or give bill of lading until cars have passed inspection, and such cars shall not be considered released until made ready for forwarding; but the shipper shall not be charged with time required for making inspection and notifying him of rejection.

39 - Enter contents.

40 - Enter "X" if car has dangerous contents.

41 - Enter hazardous storage charges provided in Section IT of the demurrage tariff. Miscellaneous bill is to be prepared immediately for these charges and enter miscellaneous bill number in block 42, "Remarks". Agent shall promptly collect charges from cash patrons. For credit patron agent shall forward bill to Supervisor Revenue Accounting for reporting and collection.

42 - Enter where applicable:

(1) Information on privately owned or leased cars.

(2) Information on weather allowances, frozen or concealed lading, missed shifts, etc., to support non-demurrage days shown in block 18.

(3) Identify "Order Applicable" date if this modifies effective date in block 37.

(4) Enter constructive placement date if this modifies effective date in block 37.

(5) Hazardous storage charge miscellaneous bill number.

(6) Any other information necessary to support record and computation.

3503 - (A) Average Agreement Cars:

When an error has been made in the placement card and it is found by the agent before the audit statement, A.D. 1973, is prepared, the agent shall contact the demurrage bureau immediately to have the adjustment made. If the error is found after the audit statement is prepared but prior to billing of charges, if any, agent shall correct his records and advise demurrage bureau who will change source document. If the change effects charges that have been previously reported to Supervisor Revenue Accounting, agent shall prepare A.D. 3054, correction, and note thereon the reason for the change and forward to the demurrage bureau, who will check the validity of the correction, change the source document and forward the correction to the Supervisor Revenue Accounting for reporting.

(B) Straight Basis Cars:

When an error has been made in the record and the placement card has been sent to demurrage bureau, agent shall correct his records, if necessary, and contact demurrage bureau to have source document changed. If the change effects charges agent shall prepare A.D. 3054, correction, and note thereon the reason for the change and forward to the demurrage bureau, who will check the validity of the correction, change the source document and forward the correction to the Supervisor Revenue Accounting for reporting.
3503 - (B) Straight Basis Cars: Cont.

When the demurrage bureau finds an error in the placement card, the demurrage bureau will forward to the agent a form letter noting the reason for the change. On receipt of the form letter if agent agrees with change agent shall correct his records accordingly and if change affects charges agent shall prepare A.D. 3054, correction, and send it to the demurrage bureau.

3504 - Daily track check on placement card shall be reviewed to develop any switching which may have been performed. Switching bills shall be prepared and forwarded to Supervisor Revenue Accounting for class 58 reporting.

3505 - Daily record of weather conditions shall be maintained by agent.

Symbols shall be used to indicate:

- F - Clear or Cloudy
- R - Rain
- S - Snow

The time precipitation began and ceased shall be entered in the record.

Example: (10:30 A -4P). When precipitation began during the night, exact time not known, "Time Began" shall be indicated by "MN". When the precipitation of the previous day has apparently not ceased during the night, "Time Began" shall be indicated by "0", meaning continued; same symbol shall be used to indicate "Time Ceased" when precipitation continues through the day.

3506 - Where the railroad assigns as interchange tracks, certain tracks in its yard not adjacent to the private tracks of an industry performing its own switching service upon which assigned tracks such industry receives and delivers cars, the placement by the railroad of cars on such track does not constitute delivery, within the meaning of Rule 4, C, and a notice of placement shall be given, Free Time to be computed from the first 7 A.M. thereafter.

3507 - A.D. 1370 is for use in checking the receipt and delivery of cars from and to industrial railroads serving more than one consignee, and does not replace A.D. 1369.

3508 - Forty-eight hours (two days) Free Time shall be allowed to partly or completely load, to partly or completely unload or to partly unload and partly reload. Detention, including Free Time, shall be computed from the next 7 A.M. following actual or constructive placement of a car on an interchange track until returned to the same or another interchange track.

When a car is refused, after partial unloading, and is subsequently disposed of, a total of 48 hours Free Time will be allowed. The car shall be released when new shipping instructions are received. All prior charges that accrue shall be set up against original consignee.

3509 - On cars containing freight in bond, if held on public delivery track accessible for unloading, pending release from bond by United States Customs Inspector, the forty-eight hours allowed for unloading begins at the next 7 A.M. after being released under Rule "2-8-3".

After payment of customs duty, car is then placed in an accessible position for unloading, the forty-eight hours Free Time allowed for unloading begins at the next 7 A.M following actual placement.
3509 - Cont. On cars for delivery to a bonded warehouse, and held for permit to break seals, the forty-eight hours allowed for unloading begins at the next 7 A.M. after custom entry was made. Any delay on the part of the Government between 7 A.M. and the time the Customs Inspector breaks the seals, shall be deducted from the total detention chargeable to consignee after such 7 A.M.

3510 - Where it is customary for the railroad to place on assigned industrial interchange tracks cars other than those intended for delivery to the industry performing its own switching service, and the industry is unable to identify the cars for delivery to them, constructive placement notice A.D. 1369 shall be sent or given the industry. A.D. 1369 shall not be sent or given for empty cars placed for loading on interchange tracks. If necessary to identify the cars to be assigned to various shippers such information shall be furnished on A.D. 1370.

3511 - When a car is consigned to "A" notify "B", and, after surrender of bill of lading, the car is delivered to "B", no additional charge being made for switching movement, time shall be computed under Rule 3, C, until car is finally released. If "B" is working under average agreement, the entire detention to such car shall be included in "B's" average account. If an additional charge is made for switching the car for delivery to "B", 24 hours free time shall be allowed on the first record under Rule 2-B-1 and 48 hours free time allowed on the second record for unloading, under Rule 3, C, 3-D, or 3, E.

3512 - A loaded car inbound returned to interchange track under the original load is subject to Rule 2, B, Paragraph 1 (only twenty-four hours allowed) and shall not be taken into the average account.

3513 - On empty cars placed on interchange track which are removed by shipper and returned empty to interchange track, detention shall be computed under Rule 6, B, from the hour of actual or constructive placement with no free time allowance.

3514 - When empty cars, placed on interchange tracks on orders of shipper, are not taken away from interchange track, detention shall be computed under Rule 6, B, and the cars released from demurrage when advised by shipper that they will not be used.

3515 - Where empty cars placed by P.R.R. on industrial tracks are delivered loaded to another carrier, such cars shall be taken into the demurrage record of the outbound carrier. The P.R.R. agent shall furnish the outbound carrier the time cars were placed on the industrial tracks.

When loaded cars placed on industrial tracks are not returned, but are delivered to another carrier loaded, such cars shall be released from the inbound record at the time made empty and so reported, in writing, by the industry. Agent of inbound carrier shall notify agent of outbound carrier when car was made empty. Cars shall be considered as immediately placed for loading outbound at the time made empty. The entire detention to the car outbound shall be kept by the outbound carrier.

3516 - All claims or correspondence pertaining to demurrage shall be forwarded to Manager Revenue Accounting. When claim for weather interference, frozen of concealed lading or switching delays is received prior to forwarding of placement card to the demurrage bureau, block 42 "Remarks" shall be noted accordingly. Claim shall promptly be forwarded to Manager Revenue Accounting, attention: Dept. 137, with name of station at which car was released, date and name of patron in order to associate with monthly audit statement.
3516 - CONT. When claim is received after placement card has been forwarded to the demurrage bureau claim shall be held by agent until demurrage audit statements are furnished by the bureau. At that time record is to be adjusted if claim is in order. Claim shall then be forwarded to the manager revenue accounting with full information necessary to associate with audit statement showing that adjustment was made.

All claims or disputes for which no authority is granted to adjust shall be forwarded promptly upon receipt to manager revenue accounting, attention: Dept. 137.

Supervisors demurrage bureaus and agents receiving requests for information from the manager revenue accounting, shall supply required information promptly to enable manager to expeditiously settle with patron.

3517 - All demurrage earnings on cars delayed beyond the "free time" allowed by rule 2, a, shall be assessed, unless claim is made in writing by shipper or consignee for allowance on account of weather interference, when, if in accordance with demurrage tariff provisions, the "free time" shall be extended and block 42 so noted.

(a) Agent shall prepare a statement for the manager revenue accounting noting the exact circumstances, including a transcript of the weather conditions for the period of the detention to the car; also state whether others similarly situated and under the same conditions loaded or unloaded cars. This statement, together with written claim of shipper or consignee, shall be forwarded to the manager revenue accounting.

3518 - When claim for frozen or concealed lading is received, agent shall secure a statement from the consignee in writing ab his authority for allowing the additional free time. The patrons statement shall be forwarded to the manager, revenue accounting as provided in paragraph 3516.

3519 - Ferry cars placed for unloading or loading (whether C.L. or L.C.L.), are subject to demurrage rules.

3520 - When a consignee has cars held out under constructive placement and orders any or all of such cars containing certain commodities actually placed and switch is omitted, an allowance of one day will be made on each car held out under constructive placement, providing there is no car of the same commodity on the siding under load at the time the track is checked the following day.

3521 - When agents receive from shippers or consignees, oral application to execute demurrage average agreement, as provided in demurrage tariff, they shall have such shippers or consignees present their applications in writing. Demurrage average agreements cannot be made retroactive, but shippers or consignees are entitled to have such agreements made effective on the first day of the month following the approval of their applications, or if desired, the agreement may be made effective the date of receipt of the application by the carrier, if applicant has released no cars prior to that date during the same calendar month.

3522 - (A) Form A.D. 1966-8 shall be prepared for unbilled cars loaded with coal or coal products held on mine tracks and designated mine tracks as shown in series 8 tariff, which tariff shows car demurrage rules and charges etc. applicable.
3522 - (A) Cont. Form A.O. 1366-B shall show month for which prepared, and in the spaces provided the numbers and names of stations and mines as listed in A.O. 80, list of stations. The maximum number of loaded cars to be held free of demurrage, which shall be the same as shown in Tariff naming car demurrage rules and charges applicable on cars used in handling coal or coal products, shall also be shown.

Entries shall be made daily on Form A.O. 1366-B. The original sheets shall be forwarded to the Manager Revenue Accounting on the first working day of the month following that for which Form A.O. 1366-B was prepared.

Form A.O. 1316-A shall be prepared currently from information shown on Form A.O. 1366-B, as a statement of demurrage charges due and as a bill to be presented for payment. Charges are to be reported in Class 58.

(B) Form A.O. 1366-A shall be prepared to record detention of cars, loaded with coal or coal products, held at weighing stations, classification yards or elsewhere for forwarding instructions in accordance with Series 8 Tariff, naming car demurrage rules and charges applicable to cars used in handling coal or coal products.

Form A.O. 1366-A shall record detention of all cars released within the calendar month and shall show in spaces provided, the names of stations and numbers as listed in A.O. 80, list of stations.

Date and hour of arrival at weighing station, classification yards or elsewhere and the date and hour disposition orders are received shall be shown in columns headed "arrived" and "released". Reference shall be made to Rule 4-B, Series 8 Tariff, etc.

Form A.O. 1316-A shall be prepared as a statement from information on Form A.O. 1366-A and presented promptly as a bill covering charges due. Charges are to be reported promptly in Class 58.

As required by an order of the Interstate Commerce Commission, all demurrage records, copies of reports, notices, etc., referred to in above instructions shall be preserved on file by agents.

The following legal holidays shall be excluded in computing time:

- New Year's Day
- Labor Day
- Washington's Birthday
- Thanksgiving Day
- Memorial Day
- Christmas Day
- Independence Day

3523 - (B) Cont. Form A.O. 1366-B record and report of cars.
SPECIAL CAR DETENTION

3550 - (A) Manager Revenue Accounting has issued to all agents chart 174 listing tariffs containing special detention rules and charges applicable on various commodities and special type equipment. Agents shall keep chart up-dated as new commodities and equipment become subject to special detention charges. Manager Revenue Accounting will periodically release supplements to up-date chart. These tariffs provide detention charges in lieu of demurrage and in some instances use charges in addition to detention charges and in other instances detention charges in addition to regular demurrage. Rules shall be applied only when the particular rate makes reference to special detention or the type equipment is subject to special detention. Detention charges shall be protected as follows:

(B) Where waybill makes reference to special detention, agents shall note their records accordingly. Where waybill bears no notation the revision section of the Supervisor Revenue Accounting Office shall verify rates and charges and when applicable, stamp each waybill to indicate that detention applies in lieu of demurrage. Stamp will be placed on waybill so as not to obliterate any essential information but in such a position that stamp will be carried to freight bills by photo or billing thus placing agent on notice to protect special detention charges.

When traffic is delivered to switch line for delivery, agent reporting revenue waybill shall advise switch carrier that detention applies in lieu of demurrage.

(C) When securing rate information, agents shall request their rate source to advise if shipment is subject to special detention. When such is the case the notation "special detention in lieu of demurrage" will be entered in the block on the shipping order "description of articles, special marks and exceptions". This notation is to be transcribed to the car movement and/or revenue waybill to alert destination agent to protect special detention charges.

When traffic is received from switch line for road-haul service, agent waybilling shipment shall advise switch carrier when detention applies in lieu of demurrage.

(B) Agents shall prepare in duplicate form A.D. 1966-A headed "detention" for all cars not subject to series 6 demurrage tariff. At the end of each month agent shall forward original to manager revenue accounting. Copy shall be retained for agency records. Any charges assessed for car detention, other than special equipment, shall be billed on form A.D. 1316 indicating charges are for detention.

When this railroad performs a switching service only, agent shall arrange with connecting carrier to be advised when traffic is subject to detention in lieu of demurrage.

3551 (A) When tariffs provide for assessment of charges on car use or detention accorded to special equipment such as heavy duty flat cars, covered or hooded gondola cars, covered or hooded flat cars or bi-level and tri-level cars etc., agents shall use form A.D. 1917 as miscellaneous bill. These detention charges are in addition to the regular demurrage charges. Agents shall indicate on form, in space provided, rate basis as indicated in tariff so manager revenue accounting may determine that proper charges were assessed. In column headed "type of service" agent shall indicate "D" for car detention or "X" for car use charge. Explanation of charges shall be shown for shippers information in space provided to indicate meaning of symbols, i.e.: D - car detention or X - car use as the case may be. Miscellaneous bills shall be reported in class 58 with two copies of each bill attached.

(B) Miscellaneous bill shall be prepared for applicable use charge and detention charges if any. When shipper has indicated on bill of lading his desire to prepay charges, miscellaneous bill shall be presented to shipper. Notification shall be placed on all prepaid waybills in description of articles block "use charges collected at origin". Where charges are collect, the use charges shall be shown as advances on the outbound revenue waybill.
3551 - cont. (C) When car is detained at intermediate point, miscellaneous bill, A.D. 1317, shall be prepared for any detention charges and advance only waybill prepared advancing such charges to destination for collection. Proper notation shall be made on revenue waybill to show where car was detained, time and date detention started and time and date released.

(D) Where car is detained at destination, miscellaneous bill, A.D. 1317, shall be prepared and presented to consignee for detention charges.
3580.- (A) All shipments of material for the use of the Western Union Telegraph Company shall be billed at commercial rates.

(B) The receiving agent shall forward arrival notice to the local representative of the consignee and obtain his receipt on delivery receipt, which shall be retained in agent's file.

(C) Charges shall not be collected on Western Union Telegraph Company shipments. Relief shall be obtained by listing bill number and amount on A.D. 1608, List of Freight Items for Relief of agents forwarding to Manager Revenue Accounting supported by two (2) copies of each freight bill. Freight bills covering corrections shall be handled in the same manner.

(D) Demurrage, storage and other miscellaneous charges assessed shall be reported and relief obtained in the same manner as commercial shipments.
RAILWAY EXPRESS AGENCY, INC. MATERIAL

3550 (A) MATERIALS SHIPPED BY THE RAILWAY EXPRESS AGENCY, INC. AS FREIGHT SHIPMENTS SHALL BE ASSESSED AT TARIFF RATES AND SUBJECT TO THE TERMS OF THE UNIFORM BILL OF LADING.
UNITED STATES AND STATE GOVERNMENT SHIPMENTS

3600 (A) UNITED STATES GOVERNMENT PROPERTY COVERED BY GOVERNMENT BILLS OF LADING SHALL BE WAYBILLED COLLECT. SHIPMENTS CONSIGNED TO UNITED STATES GOVERNMENT AND NOT COVERED BY GOVERNMENT BILLS OF LADING SHALL BE WAYBILLED PREPAID UNLESS COMMERCIAL BILL OF LADING IS ENDORSED THAT CONVERSION TO GOVERNMENT BILL OF LADING WILL BE MADE AT DESTINATION, IN WHICH CASE THE WAYBILL SHALL BE SO NOTED.

(b) THE UNITED STATES DEPARTMENT OF AGRICULTURE ALSO ISSUES COMMERCIAL BILLS OF LADING FOR SHIPMENTS ON WHICH COLLECTIONS SHALL BE MADE BY AGENTS IN ACCORDANCE WITH INSTRUCTIONS ON BILL OF LADING.

3601 FOR SHIPMENTS NOT MOVING ON UNITED STATES GOVERNMENT FREIGHT WAYBILL FORM CONSIGNED TO REPRESENTATIVES OF THE UNITED STATES GOVERNMENT, ALL DOCUMENTS SHALL BEAR NOTATION "UNITED STATES GOVERNMENT FREIGHT."

FREIGHT CONSIGNED TO THE UNITED STATES GOVERNMENT COVERED BY GOVERNMENT BILLS OF LADING SHALL BE WAYBILLED THROUGH FROM POINT OF ORIGIN TO FINAL DESTINATION REGARDLESS OF THROUGH INTERLINE BILLING INSTRUCTIONS.

3602 (A) UNITED STATES GOVERNMENT PROPERTY WHEN OFFERED FOR SHIPMENT SHOULD BE ACCOMPANIED BY A UNITED STATES GOVERNMENT COMBINATION BILL OF LADING-WAYBILL FORM, PREPARED BY AN OFFICER OF THE GOVERNMENT. (SEE SEPARATE INSTRUCTIONS FOR TRANSIT SHIPMENTS). THE UNITED STATES GOVERNMENT COMBINATION BILL OF LADING-WAYBILL FORM CONSISTS OF THE FOLLOWING:

<table>
<thead>
<tr>
<th>FORM NO.</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>1103</td>
<td>UNITED STATES GOVERNMENT BILL OF LADING-ORIGINAL</td>
</tr>
<tr>
<td>1104</td>
<td>UNITED STATES GOVERNMENT BILL OF LADING-SHIPPING ORDER</td>
</tr>
<tr>
<td>1105</td>
<td>UNITED STATES GOVERNMENT FREIGHT WAYBILL-ORIGINAL</td>
</tr>
<tr>
<td>1106</td>
<td>UNITED STATES GOVERNMENT FREIGHT WAYBILL-CARRIER'S COPY</td>
</tr>
<tr>
<td>1103-A</td>
<td>UNITED STATES GOVERNMENT BILL OF LADING-MEMORANDUM COPY</td>
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</tbody>
</table>

FORMS SHALL BE DISPOSED OF BY ORIGIN AGENT AS FOLLOWS:

1103 - UNITED STATES GOVERNMENT BILL OF LADING-ORIGINAL: TO BE SIGNED BY ORIGIN AGENT AND RETURNED TO SHIPPER FOR IMMEDIATE MAILING BY HIM TO CONSIGNEE.

1104 - UNITED STATES GOVERNMENT BILL OF LADING-SHIPPING ORDER: TO BE RETAINED BY ORIGIN AGENT AS HIS STATION RECORD.

1105 - UNITED STATES GOVERNMENT FREIGHT WAYBILL-ORIGINAL: TO ACCOMPANY SHIPMENT TO FINAL DESTINATION.

1106 - UNITED STATES GOVERNMENT FREIGHT WAYBILL-CARRIER'S COPY: REPORT COPY TO BE ATTACHED TO DAILY LISTING.

1103-A UNITED STATES GOVERNMENT BILL OF LADING-MEMORANDUM: TO BE RETURNED TO SHIPPER

(B) WHEN CONTINUATION SHEET FORMS 1109 TO 1112 AND 1109-A ARE ISSUED IN CONNECTION WITH FORMS 1103 TO 1106 AND 1103-A, THEY SHALL BE DISPOSED OF IN THE SAME MANNER AS FORMS FROM WHICH DATA ARE CONTINUED. THESE SHEETS SHALL BE CROSS-REFERENCED AND SECURELY FASTENED TO THE FORMS OF WHICH THEY ARE A PART.
UNITED STATES AND STATE GOVERNMENT SHIPMENTS (CONTD)

3603 AGENT SHALL INSPECT ALL PARTS AND, IF NOT LEGIBLE, THEY SHALL BE MADE SO. AGENT THEN SHALL INSERT NAME OF THE RAILROAD IN SPACE IN LOWER RIGHT PORTION OF THE ORIGINAL BILL OF LADING, WITH HIS SIGNATURE AND DATE SHIPMENT WAS RECEIVED. THIS INFORMATION SHALL BE CARBONIZED TO ALL COPIES.

AGENT SHALL VERIFY THE STATEMENT THAT PICK-UP SERVICE AT ORIGIN "WAS" OR "WAS NOT" BY THE GOVERNMENT.

AGENT SHALL COMPLETE WAYBILL BY INSERTING ON THE SHIPPING ORDER FORM 1104, AND CARBONIZING ON UNDERLYING FORMS 1105 AND 1106, THE FOLLOWING INFORMATION:

CODE NUMBER AND NAME OF INITIAL RAILROAD, SUCH AS "620 PENNSYLVANIA RAILROAD, "27 PENNSYLVANIA-READING SEASHORE LINES," "497 MIDDLEBROOK RAILWAY," "629 PITTSBURGH CHARTERS & YOUGHLGHENY RAILWAY", "116 CENTRAL INDIANA RAILWAY."

FROM STATION NUMBER AND NAME
WAYBILL NUMBER AND DATE

ON SHIPMENTS OF LIVESTOCK AND PERISHABLE FREIGHT, THE FORMS SHALL CARRY ALL SHIPPER'S INSTRUCTIONS FOR SERVICES REQUIRED, AND AGENT SHALL ADD ANY FURTHER INSTRUCTIONS WHICH ARE NECESSARY. NOTATIONS SHALL BE MADE ON WAYBILL AT POINTS WHERE SERVICES ARE RENDERED.

3604 WHEN A GOVERNMENT BILL OF LADING IS ISSUED FOR MORE THAN ONE CAR, SEPARATE REVENUE WAYBILL, PREPARED ON CARRIER'S STANDARD FORM, SHALL BE ISSUED FOR EACH CAR, AND WAYBILLS CROSS-REFERENCED. GOVERNMENT FREIGHT WAYBILL, FORM 1105, AND CARRIER'S COPY, FORM 1106, SHALL BE FILED WITH AGENCY RECORDS.

WHEN TWO OR MORE CARS ARE FURNISHED IN LIEU OF ONE CAR ORDERED, THEY SHALL BE BILLED IN ACCORDANCE WITH COMMERCIAL INSTRUCTIONS, EXCEPT THAT GOVERNMENT BILL OF LADING PREFIX AND NUMBER SHALL BE SHOWN ON EACH WAYBILL. FORMS 1105 AND 1106 SHALL BE FILED WITH AGENCY RECORDS.

3605 IF A CARLOAD SHIPMENT IS MOVED ON A CAR MOVEMENT WAYBILL THE REVENUE WAYBILL SHALL BEAR THE SAME NUMBER AND DATE AS THE CAR MOVEMENT WAYBILL.

WAYBILLS PREPARED ON CARRIER'S FORM SHALL SHOW, IN BLOCK MARKED "NAME OF SHIPPER", THE BILL OF LADING PREFIX AND NUMBER.

3606 FOR MILITARY IMPEDIMENTA MOVING IN PASSENGER TRAIN SERVICE, SEE PASSENGER SECTION.

3607 (A) THE FOLLOWING FIVE-PART COMBINATION GOVERNMENT BILL OF LADING TRANSIT WAYBILL FORM IS PRESCRIBED FOR USE IN CONNECTION WITH GOVERNMENT TRANSIT SHIPMENTS:

<table>
<thead>
<tr>
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<tr>
<td>1131</td>
<td>UNITED STATES GOVERNMENT TRANSIT BILL OF LADING-ORIGINAL</td>
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<tr>
<td>1132</td>
<td>UNITED STATES GOVERNMENT TRANSIT BILL OF LADING-SHIPPING ORDER</td>
</tr>
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<td>UNITED STATES GOVERNMENT TRANSIT FREIGHT WAYBILL-ORIGINAL</td>
</tr>
<tr>
<td>1134</td>
<td>UNITED STATES GOVERNMENT TRANSIT FREIGHT WAYBILL-CARRIER'S COPY</td>
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3608 - (A) (Cont.)

On shipments accorded transit privileges, agent at transit station shall see that the government bill of lading shows all information required by the form.

3608 - (B) The waybill shall show in the rate column the through rate and the rate paid into the transit point separately, and, when refund is due, notation shall be placed on waybill following the through rate - "Refund will be made to the government by the accounting officer of the destination carrier."

When no charges are to be collected for the movement from transit point to destination, government bill of lading must be procured from consignee by destination agent and sent to supervisor revenue accounting for forwarding to manager revenue accounting with A.O. 1608 relief.

(C) Government bill of lading for the inbound shipment, when delivered to the carrier at the transit point, shall have recorded thereon a notation that the shipment is for "storage-in-transit and reforming."

(D) Storage records shall be maintained in accordance with tariff or special arrangements, and agents shall furnish the government representative with memorandum copies of carrier's inbound billing to be used in lieu of paid freight bills.

3609 - (A) Unless commercial billing is noted "To be converted to government bill of lading", request for conversion must be approved by district sales manager, except as follows:

Shipments by or for the United States department of agriculture-production and marketing administration may be converted without securing the commercial bill of lading by showing the following signed notation on the government bill of lading:

"This shipment, property of the production and marketing administration, moved on a commercial bill of lading, from which all data have been correctly copied.

Signature

Title"

When commercial bill of lading is converted to government bill of lading, destination agent shall secure both government bill of lading properly accomplished by consignee, and commercial bill of lading, and forward both to supervisor revenue accounting, supervisor shall attach original and one legible copy of freight bill to A.O. 1608 on which relief is taken.

(B) When government bill of lading is furnished agent at destination in lieu of payment of freight charges on coal and coke shipments, the original freight bill shall be certified by agent as follows:

"I certify that this is an original freight bill and that no bill of lading has been issued to cover.

The Pennsylvania Railroad Co.
Per

Agent."

This certified freight bill takes the place of a commercial bill of lading and, with the government bill of lading shall be forwarded to supervisor revenue accounting who shall attach to A.O. 1608.
3610 - If shipments consigned to the United States Government by other than Government agencies are waybilled collect, or insufficiently prepaid, and Government bill of lading is not presented at destination, the waybill shall be corrected to prepaid by destination agent, and correction issued.

When the amount of correction is in excess of twenty-five dollars ($25) the information shall also be telegraphed to agent at point of origin.

3611 - Bill of lading properly accomplished should be surrendered to the delivering agent, but, if consignee is unable to produce the bill of lading at time of delivery of freight, consignee's receipt showing his assignment and rank shall be taken on the delivery receipt.

When the original Government bill of lading is not surrendered within ten days after delivery of the property, agent shall secure from the Government representative a certificate in lieu of lost bill of lading, Form 1108, prepared in accordance with instructions on the form.

3612 - Consignee's certificate of delivery on bill of lading shall be examined to see that the following requirements are met:

That signature and title of consignee are in ink or indelible pencil. When consignee is a firm or corporation, the signer of the certificate should write the name of the firm or corporation, followed by his signature in full with title, viz., "Manager," "Superintendent," "Owner," etc. The government will not recognize a receipt by rubber stamp or typewriter.

In no case is any part of consignee's certification to be erased and corrected information written over erasure. If a change is made in the certification consignee should note the change with his written signature and title.

Agent shall compare certified weight with weight shown in body of bill of lading and freight bill.

The government is required to certify only for weight received, so that if a shipment is billed at a minimum weight higher than actual weight, certification shall be for the actual weight.

If in comparing bill of lading weight and freight bill weight the latter is found to be in error, correction shall be issued before listing on Form A, D, 1608.

3613 - Charges assessed for miscellaneous services shall be promptly reported in class 58. Agent at point where service is rendered en route shall prepare advances-only waybill showing reference to the revenue waybill and Government bill of lading number, and securely attach to the advances-only waybill the original and two copies of the certified miscellaneous bill, and written request authorizing the service.

If miscellaneous charges appear in the advances column of revenue waybill, the same handling as for advances-only waybills applies.
A.D. 206

UNITED STATES AND STATE GOVERNMENT SHIPMENTS (CONT'D)

3614 Charges which accrue en route or at destination account of miscellaneous services must be supported by a certificate or by a miscellaneous bill certified by the government's representative to the effect that the service was duly performed, and that the charge is proper and payable from public funds.

BEFORE MISCELLANEOUS BILL IS PRESENTED TO GOVERNMENT'S REPRESENTATIVE FOR CERTIFICATION, AGENT SHALL FIRST CERTIFY THE BILL AS FOLLOWS:

"I CERTIFY THAT THE ABOVE BILL IS CORRECT AND JUST AND THAT PAYMENT THEREFOR HAS NOT BEEN RECEIVED."

THE MISCELLANEOUS BILL SHALL SHOW FULL WAYBILL REFERENCE, GOVERNMENT BILL OF LADING NUMBER, AND THE NECESSARY FACTORS TO COMPUTE THE CHARGE, SUCH AS WEIGHT AND RATE, DAYS AND RATE, ETC.

3615 WAYBILLS COVERING GOVERNMENT SHIPMENTS SHALL BE LISTED ON REGULAR CLASS LISTS. REPORTING OF WAYBILLS SHALL NOT BE DELAYED AWAITING RECEIPT OF GOVERNMENT BILLS OF LADING.

3616 (A) RELIEF FOR AMOUNTS INCLUDED IN ACCOUNT SHALL BE TAKEN BY SUPERVISOR REVENUE ACCOUNTING ON A.D. 1608 IMMEDIATELY AFTER ACCOMPLISHED GOVERNMENT BILL OF LADING, OR CERTIFICATE IN LIEU OF LOST BILLS OF LADING, HAS BEEN OBTAINED FROM AGENT.

SUPERVISOR REVENUE ACCOUNTING SHALL PREPARE SEPARATE FORM A.D. 1608 HEADED "GOVERNMENT FREIGHT" FOR RELIEF OF CHARGES ON GOVERNMENT SHIPMENTS, (INCLUDING STATE AND MUNICIPAL SHIPMENTS FOR WHICH CHARGES ARE TO BE COLLECTED THROUGH THE GENERAL OFFICE) AND FORWARD TO THE MANAGER REVENUE ACCOUNTING.

THE GOVERNMENT BILL OF LADING, WITH ORIGINAL AND ONE LEGIBLE COPY OF EACH FREIGHT BILL, (NOTE EXCEPTION BELOW), PLACED ON TOP OF BILL OF LADING, SHALL BE SECURELY ATTACHED TO A.D. 1608. FREIGHT BILL SHALL SHOW DATE OF A.D. 1608 AND STAMP OF THE REGION TAKING RELIEF. INFORMATION SHOWN ON THE WAYBILL MUST BE FULLY TRANSCRIBED TO THE FREIGHT BILLS.

EXCEPTION: ORIGINAL AND TWO COPIES OF FREIGHT BILLS AND MISCELLANEOUS BILLS SHALL BE ATTACHED TO A.D. 1608 FOR UNITED STATES VETERANS BUREAU, PENNSYLVANIA STATE LIQUOR CONTROL BOARD, AND COAL SHIPMENTS.

3616 (B) WHEN AGENT HAS BEEN UNSUCCESSFUL IN SECURING ACCOMPLISHED GOVERNMENT BILL OF LADING OR CERTIFICATE IN LIEU OF LOST BILL OF LADING AND THE AMOUNT HAS BEEN OUTSTANDING FOR TWO YEARS, AGENT SHALL FORWARD FIVE COPIES OF BILL TO THE MANAGER REVENUE ACCOUNTING, ATTENTION: DIVISION "Q". COPY OF TRANSMITTAL LETTER SHALL BE FORWARD TO SUPERVISOR REVENUE ACCOUNTING FOR HIS FILE. MANAGER REVENUE ACCOUNTING WILL PROTECT THE STATUTE OF LIMITATIONS IN SUCH CASES, HOWEVER, THIS DOES NOT RELIEVE THE AGENTS ACCOUNT NOR RELIEVE THE AGENT OF HIS RESPONSIBILITY FOR SECURING THE ACCOMPLISHED GOVERNMENT BILL OF LADING OR CERTIFICATE IN LIEU. IT IS NECESSARY FOR AGENT TO FURNISH ACCOMPLISHED BILL OF LADING OR CERTIFICATE BEFORE CHARGES CAN BE CLEARED FROM HIS ACCOUNT AND COLLECTED FROM THE GOVERNMENT.

3617 (A) AGENTS SHALL SECURE AND FORWARD TO SUPERVISOR REVENUE ACCOUNTING WHO SHALL ASSOCIATE BILL FOR MISCELLANEOUS CHARGES WITH FREIGHT BILL FOR ALL ROAD HAUL CHARGES FOR THE SAME BILL OF LADING AND RELIEVE HIS ACCOUNT OF ALL CHARGES PERTAINING TO THE SAME BILL OF LADING BY LISTING ON A.D. 1608, ATTACHING THE CERTIFIED MISCELLANEOUS BILLS AND OTHER DOCUMENTS AS LISTED BELOW:
3617 - (A) CONT.

DIVERSION AND RECONSIGNMENT - AUTHORITY SIGNED BY A GOVERNMENT OFFICER, OR AUTHORIZED REPRESENTATIVE, EXCEPT DIVERSIONS AND RECONSIGNMENTS ACCOMPLISHED THROUGH THE MILITARY TRANSPORTATION SECTION OF THE ASSOCIATION OF AMERICAN RAILROADS.

STRAIGHT DEMURRAGE - BILLS IN TRIPlicate.

AVERAGE DEMURRAGE - BILLS IN TRIPlicate, WITH ONE COPY OF A.D. 1373

AVERAGE DEMURRAGE STATEMENT.

STORAGE - BILLS IN TRIPlicate.

ICING - CHARGES MAY BE LISTED ON FREIGHT BILL FOR ROAD HAUL CHARGES, BUT SHALL SHOW STATION, DATE AND TIME, QUANTITY OF ICE AND SALT, AND SWITCHING CHARGES, AS WELL AS RATE.

FEEDING - BILLS IN TRIPlicate, SHOWING FULL DETAILS AS TO WEIGHT, RATE AND TARIFF, AND SIGNED BY ATTENDANT IN CHARGE.

DRAYAGE - CARTAGE - HAULING - BILLS TO BE FURNISHED IN TRIPlicate, ORIGINAL AND ONE COPY TO BE RECEIVED BY TRANSFER COMPANY TO SHOW PAYMENT RECEIVED.

STOP-OFF - RELIEF FOR STOP-OFF CHARGES SHALL BE SUPPORTED BY GOVERNMENT FORM "CONSIGNEE'S RECEIPT FOR DELIVERY AT STOP-OFF UNLOADING POINT".

HEATERS - CHARGES MAY BE LISTED ON FREIGHT BILL FOR ROAD HAUL CHARGES BUT SHALL SHOW STATION, DATE AND TIME HEATER IS INSTALLED AND REMOVED, AS WELL AS THE NUMBER OF DAYS, RATE PER DAY, AND CHARGES.

SPECIAL TRAIN SERVICE - TWO COPIES OF FREIGHT BILL COVERING SPECIAL TRAIN MOVEMENT CHARGES SHOWING THE SPECIAL TRAIN ORDER NUMBER.

NOTATIONS ON BILLS OF LADING AND SHIPPING ORDERS AND LETTERS REQUESTING PICK UP AND/OR DELIVERY SERVICE MUST BE IN ADDITION TO THE INSERTION IN SPACE PROVIDED IN BILL OF LADING THAT PICK UP AND/OR DELIVERY SERVICE "WAS NOT" BY THE GOVERNMENT OR ITS AGENTS.

(B) WHEN BILL FOR MISCELLANEOUS CHARGE IS RECEIVED AFTER RELIEF FOR ROAD HAUL CHARGES HAS BEEN TAKEN, SUPERVISOR REVENUE ACCOUNTING SHALL RELIEVE HIS ACCOUNT BY LISTING ON A.D. 1608 THE AMOUNT OF THE MISCELLANEOUS CHARGE, SUPPORTING IT WITH THE REQUIRED DOCUMENTS. THE DATE OF THE A.D. 1608 ON WHICH RELIEF WAS TAKEN FOR THE ROAD HAUL CHARGES, AND THE PREFIX AND NUMBER OF THE GOVERNMENT BILL OF LADING, SHALL BE SHOWN ON THE MISCELLANEOUS BILL.

3618 - CORRECTIONS RECEIVED BEFORE WAYBILL OR MISCELLANEOUS BILL IS REPORTED - CORRECT ORIGINAL WAYBILL OR MISCELLANEOUS BILL AND ATTACH COPY OF CORRECTION TO BACK OF WAYBILL OR MISCELLANEOUS BILL. LIST ON A.D. 1608 AT CORRECTED AMOUNT.

CORRECTIONS RECEIVED AFTER WAYBILL OR MISCELLANEOUS BILL HAS BEEN REPORTED, BUT PRIOR TO RELIEF ON A.D. 1608 - REPORT CORRECTION AND TAKE RELIEF FOR CORRECTED AMOUNT OF CHARGES ON A.D. 1608, ATTACHING COPY OF CORRECTION TO FREIGHT BILL OR MISCELLANEOUS BILL.

CORRECTIONS RECEIVED AFTER WAYBILL OR MISCELLANEOUS BILL HAS BEEN REPORTED AND RELIEF TAKEN ON A.D. 1608 - REPORT CORRECTION AND TAKE RELIEF FOR AMOUNT OF CORRECTION ON A.D. 1608, ATTACHING TWO COPIES OF CORRECTION, SHOWING BILL OF LADING PREFIX AND NUMBER, AND THE DATE OF A.D. 1608 ON WHICH RELIEF WAS TAKEN FOR ROAD HAUL CHARGES.

3619 - WHEN SUPERVISOR'S REVENUE ACCOUNTING TAKE RELIEF IN ERROR ON A.D. 1608 FOR ITEMS FOR WHICH GOVERNMENT BILLS OF LADING ARE NOT ATTACHED, OR BILLS OF LADING ARE IMPROPERLY ACCOMPLISHED, OR MISCELLANEOUS BILLS ARE NOT SUPPORTED BY PROPER CERTIFICATION, ETC., ERRONEOUS ITEM WILL BE RETURNED TO SUPERVISORS WITH DISCREPANCY LETTER FORM A.D. 5283. SUPERVISOR SHALL DEBIT HIS ACCOUNT FOR THE AMOUNT BY LISTING ON GOVERNMENT A.D. 1608 FOR THE SAME DAY IT IS RECEIVED, ATTACHING COPY OF LETTER. WHEN THE NECESSARY DOCUMENTS HAVE BEEN SECURED OR PROPERLY EXECUTED, SUPERVISOR SHALL THEN RELIEVE HIS ACCOUNT BY LISTING ON GOVERNMENT A.D. 1608.
COMMERCIAL REPORTS REQUIRED FROM AGENTS

4200. FREIGHT AGENTS IN DELAWARE, ILLINOIS, INDIANA, KENTUCKY, MICHIGAN, NEW JERSEY, OHIO, PENNSYLVANIA, VIRGINIA, AND WEST VIRGINIA ARE REQUIRED TO PREPARE MONTHLY REPORTS COVERING MOVEMENT OF ALCOHOLIC LIQUORS AND MOTOR FUEL. AGENTS ARE RESPONSIBLE FOR PREPARATION OF FORMS AT STATIONS UNDER THEIR JURISDICTION.

4201. REPORTS SHALL BE PREPARED ON THE STATE FORMS (WHICH WILL BE FURNISHED BY THE MANAGER REVENUE ACCOUNTING) AS LISTED BELOW:

DELAWARE - INBOUND TRAFFIC - STATE HIGHWAY DEPARTMENT MOTOR FUEL TAX DIVISION, FORM M.F. 13 - REPORT OF MOTOR FUEL DELIVERED.

ILLINOIS - INBOUND TRAFFIC - STATE DEPARTMENT OF FINANCE, MOTOR FUEL DIVISION, REPORT OF MOTOR VEHICLE FUEL DELIVERED NO. 1.

INDIANA - INBOUND TRAFFIC - AUDITOR OF STATE, MOTOR VEHICLE FUEL TAX DEPT. FORM 10,000 (FIRST SHEET) FORM XA (SECOND SHEET) REPORT OF MOTOR VEHICLE FUEL DELIVERED.

KENTUCKY - INBOUND TRAFFIC - STATE DEPARTMENT OF REVENUE, DIVISION OF MOTOR VEHICLES - GASOLINE SECTION, REVENUE FORM 102, REPORT OF MOTOR FUEL TRANSPORTED INTO OR WITHIN THE STATE.

MICHIGAN - INBOUND TRAFFIC - DEPARTMENT OF STATE GASOLINE TAX DIVISION, FORM MF 15, REPORT OF LIQUID FUELS DELIVERED.

NEW JERSEY - INBOUND AND OUTBOUND TRAFFIC - STATE TAX DEPARTMENT, DIVISION OF MOTOR FUELS, FORM G.C.C. 1 - FUEL CARRIER REPORT.

OHIO - INBOUND TRAFFIC - STATE TAX COMMISSION, MOTOR VEHICLE FUEL, FORM 6, REPORT OF MOTOR VEHICLE FUEL DELIVERED.

PENNSYLVANIA - INBOUND TRAFFIC - DEPARTMENT OF REVENUE, BUREAU OF LIQUID FUELS TAX, FORM RLF-10, REPORT OF LIQUID FUELS DELIVERED, CAPTIONED "LIQUID FUELS REPORT", AND A SEPARATE REPORT OF FUELS FOR INDUSTRIAL PURPOSES, CAPTIONED "FUELS REPORT".

VIRGINIA - INBOUND TRAFFIC - DIVISION OF MOTOR VEHICLES, FORM V.G.T. 10, REPORT OF MOTOR VEHICLE FUEL DELIVERED.

WEST VIRGINIA - INBOUND TRAFFIC, DEPARTMENT OF MOTOR VEHICLES, FORM G.T. 507, REPORT OF MOTOR VEHICLE FUEL DELIVERED.

REPORTS MUST BE PREPARED WITH COMPLETE AND LEGIBLE INFORMATION IN SPACES PROVIDED THEREON. ABBREVIATIONS MUST NOT BE USED, AND NAMES OF OIL COMPANIES MUST BE SHOWN IN FULL, AS STANDARD OIL CO. OF INDIANA, ESSO STANDARD OIL CO. OF LOUISIANA, ESSO STANDARD OIL CO. OF NEW JERSEY, ESSO STANDARD OIL CO. OF OHIO, ESSO STANDARD OIL CO. OF PENNSYLVANIA, ETC.

IF ACTUAL CONSIGNEE IS OTHER THAN CONSIGNEE NAMED ON WAYBILL, AGENT SHOULD SHOW NAME OF ACTUAL CONSIGNEE ON REPORT.
COMMODITY REPORTS REQUIRED FROM AGENTS (CONT.)

4201 ALL STATES LISTED REQUIRE REPORTS FOR THE FOLLOWING LIQUID MOTOR FUELS

- BENZINE
- DISTILLATE
- NAPHTHA
- BENZOL
- GAS OIL
- NATURAL
- CASINGHEAD
- GASOLINE
- KEROSENE

IN ADDITION TO THE ABOVE, THE FOLLOWING COMMODITIES ARE ALSO TO BE INCLUDED FOR STATES AS NOTED:

- ILLINOIS - REFINED OIL
- INDIANA - FUEL OIL
- OHIO - MINERAL SPIRITS - REFINED OIL - RUBBER SOLVENT
- " - STUDDARD SOLVENT - TOLUOL
- " - TURPENTINE SUBSTITUTES - XYLOL
- PENNSYLVANIA - OCTANOL, PENTANE, THE STATE OF PENNSYLVANIA ALSO REQUIRES REPORTS FOR KEROSENE, FUEL OIL, GAS OIL, DIESEL FUEL, TRACTOR FUEL, BY WHATEVER TRADE NAME OR TECHNICAL NAME KNOWN, ALSO NAPHTHAS AND BENZOLS AND SOLVENTS SOLD FOR USE FOR INDUSTRIAL PURPOSES, WHEN CONSIGNED TO CONSIGNEES LISTED IN LIST OF LICENSED USERS, OTHER THAN DISTRIBUTORS, REGISTERED WHOLESALERS AND REGISTERED DEALERS HOLDING PERMITS UNDER LIQUID FUELS TAX ACT AS OF SEPTEMBER 1, 1947, AND SUPPLEMENTS THERETO. THESE ARE NOT INCLUDED WITHIN THE DEFINITION OF "LIQUID FUELS" AND MUST BE INCLUDED WITHIN THE DEFINITION OF "FUELS" AND REPORTED ON A SEPARATE "FUELS REPORT."

ORIGINAL AND COPY OF REPORTS MUST BE SENT TO MANAGER REVENUE ACCOUNTING, DEPARTMENT 235, IMMEDIATELY AFTER CLOSE OF CALENDAR MONTH, AFFIDAVIT SPACE SHOULD NOT BE FILLED IN BY AGENTS.

4202(A) REPORTS COVERING ALCOHOLIC LIQUORS AND OTHER SPECIFIED COMMODITIES ARE REQUIRED BY ILLINOIS, KENTUCKY, NEW JERSEY, AND OHIO.

THE FOLLOWING COMMODITIES ARE REQUIRED BY THE FOUR STATES:

- ALCOHOL, NOT DENATURED
- BEER
- RUN
- DENATURED
- BRANDY
- WINE
- ALE
- GIN
- WHISKEY

IN ADDITION TO ABOVE THE FOLLOWING COMMODITIES ARE ALSO TO BE INCLUDED FOR STATES AS NOTED:

- NEW JERSEY - SACRAMENTAL WINES
- OHIO - BREWER'S WORT OR MALT
- " - CIGARETTES (SHIPPED INTO STATE)
ILLINOIS - ALL ALCOHOLIC LIQUORS SHIPPED INTO STATE, PREPARE STATE DEPARTMENT OF FINANCE, LIQUOR REVENUE DIVISION, FORM F.L. 51, REPORT OF ALCOHOLIC LIQUORS DELIVERED.

KENTUCKY - REVENUE FORM 503-T MUST BE FILED WITH DEPARTMENT OF REVENUE, COMMONWEALTH OF KENTUCKY, COVERING ALL SHIPMENTS OF ALCOHOLIC BEVERAGES TRANSPORTED FROM, INTO OR BETWEEN POINTS IN KENTUCKY. EXPORT SHIPMENTS FROM KENTUCKY SHALL BE REPORTED BY THE CARRIER ACCEPTING SHIPPING AT THE POINT OF ORIGIN.

NEW JERSEY - INBOUND AND OUTBOUND - COPIES OF FREIGHT BILLS OR WAYBILLS REQUIRED BY THE STATE ARE AS FOLLOWS:

TWO (2) COPIES FOR SHIPMENTS ORIGINATING AND TERMINATING WITHIN THE STATE.
THREE (3) COPIES FOR SHIPMENTS ORIGINATING WITHIN THE STATE AND TERMINATING OUTSIDE THE STATE, INCLUDING STOP-OFF FOR COMPLETE LOADING.
TWO (2) COPIES FOR SHIPMENTS ORIGINATING OUTSIDE THE STATE AND TERMINATING WITHIN THE STATE, INCLUDING STOP-OFF FOR PARTIAL UNLOADING.

ALL COPIES MUST BE FORWARD TO MANAGER REVENUE ACCOUNTING FILE 235, NOT LATER THAN SIXTH DAY AFTER CLOSE OF MONTH IN WHICH SHIPMENTS WERE MADE.

OHIO - INBOUND TRAFFIC - ONE COPY OF WAYBILL MUST BE SENT TO MANAGER REVENUE ACCOUNTING FOR FILE 235, IMMEDIATELY AFTER DELIVERY OF SHIPMENT.
FREIGHT ACCOUNTING

COAL AND COKE - TO LAKE PORTS

4250 (A) AGENTS FORWARDING COAL SHIPMENTS FROM MINE LOCATED ON THE PENNSYLVANIA R.R., MONONBAHELA RY., AND MONTOUR R.R. TO GREAT LAKE PORTS, FOR TRANS-SHIPMENT VIA LAKES AS CARGO OR FUEL COAL, SHALL FORWARD SHIPMENTS ON MINE CARD-REVENUE WAYBILLS. COPIES OF WAYBILLS SHALL BE FORWARD-ED TO SUPERVISOR REVENUE ACCOUNTING FOR REPORTING.

(B) AGENT, CONWAY SCALES, PA., FOR COAL ORIGINATING ON THE MONTOUR R.R., SHALL COMPLETE FORM, ORIGINAL TO ACCOMPANY CAR, ONE COPY RETAINED AS AGENCY RECORD, AND ONE COPY TO BE MAILED TO THE AUDITOR OF MONTOUR R.R., PITTSBURGH, PA.

4251 (A) AGENTS AT LAKE PORTS SHALL LIST WAYBILLS AND MINE CARDS RECEIVED, (INCLUDING MINE CARDS WITHOUT CHARGES SHOWN THEREON) COVERING COAL, COKE, ETC., TO BE TRANS-SHIPPED, ON DOCK COMPANY REPORTS, A.D. 5253, COPIES TO BE USED FOR:

A-VEssel BILL OF LADING
B-FREIGHT BILL
C-DEMURRAGE REPORT
D-LISTS OF WAYBILLS RECEIVED FOR REPORTING BY SUPERVISOR REVENUE ACCOUNTING.

FORMS SHALL BE LEGIBLY PREPARED AND ALL DATA INSERTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE TRANS-SHIPPERS. ALL CARS FROM THE SAME MINE AND CONSIGNMENT SHALL BE LISTED TOGETHER.

FORM A.D. 5253 SHALL SHOW FOR EACH CAR ALL DATA REQUIRED BY THE FORM, WEIGHT FOR CARS FROM THE SAME MINE SHALL BE TOTALED, THE RATE SHOWN OPPOSITE THE TOTAL WEIGHT AND ONE EXTENSION MADE FOR ALL CARS INVOLVED. COAL DESIGNATED FOR CARGO AND FOR FUEL SHALL BE LISTED ON SEPARATE REPORTS.

(B) EACH SHEET OF A.D. 5253, SHALL BE FOOTED FOR EACH CARGO AND RECAPPED ON LAST SHEET, SEPARATELY FOR LOCAL AND INTERLINE WAYBILLS, WITH ORIGINAL WAYBILLS ATTACHED, SHALL BE FORWARDED TO SUPERVISOR REVENUE ACCOUNTING FOR REPORTING IN CLASS 78 OR 88.

4252 THE DATE AND HOUR EACH VESSEL REPORTS AVAILABILITY FOR CARGO AT LOADING TRESTLE, DATE AND HOUR LOADING IS COMPLETED, AND THE APPLICABLE DEMURRAGE RULE, MUST BE SHOWN IN THE UPPER RIGHT CORNER OF A.D. 5253, WITH A BRIEF EXPLANATION OF DELAY, IF ANY, IN TAKING CARGO.

DATE THE ARRIVAL NOTICE IS SENT, OR GIVEN, SHALL BE SHOWN IN "DATE NOTIFIED" COLUMN FOR EACH CAR.

THE DEMURRAGE AND BILL OF LADING PORTIONS OF THIS FORM SHALL SHOW A NUMBER FOR EACH CARGO AS PROVIDED IN UPPER RIGHT CORNER, COMMENCING WITH NUMBER 1 FOR THE FIRST CARGO LOADED EACH SEASON. A SEPARATE SERIES OF CARGO NUMBERS SHALL NOT BE USED FOR EACH SHIPPER'S CARGO. WHERE ONE CARGO CONSISTS OF MORE THAN ONE SHEET, EACH SHEET SHALL BE NUMBERED CONSECUTIVELY, COMMENCING WITH NUMBER 1.
FREIGHT ACCOUNTING

COAL AND COKE — TO LAKE PORTS (CONT.)

4253  Separate forms A.O. 5253 Should be prepared for coal originating at mines located on the Monongahela Ry. and on the Monongahela Ry. reports shall be listed in class 88, and the Monongahela Ry. in class 78.

A copy of each sheet of A.O. 5253 covering cars originating on the Monogahela R.R. should be mailed daily to the auditor of the Monongahela R.R., Pittsburgh, Pa.

4254  Agents shall mail copies of A.O. 5253 daily to the Chairman, Ohio Bureau of Coal Statistics.

4255  Copies of vessel bill of lading, furnished to captain of vessel, or others entitled to receive them, shall not include that portion of the form carrying freight charges and demurrage record. The form is designed so that this section may be detached.

A.O. 5253 shall remain intact on copies furnished consignee as freight bill and demurrage record, also on copies furnished, supervisor revenue accounting as report of waybills received and as demurrage report.

For demurrage purposes, one copy of A.O. 5253 shall be forwarded to manager revenue accounting, and copy sent to consignee as soon as possible after vessel is loaded.

Form A.O. 1375, report of lake coal (cargo summary) shall be prepared and copy forwarded to each shipper. Original shall be securely attached to cargo sheets forwarded to manager revenue accounting for demurrage purposes only.

4256  Cars left over at close of season, which will not be trans-shipped, due to shipper discontinuing lake shipments on specific consignments or closing of the entire trans-shipping operations, shall be shown on separate sheets of A.O. 5253 headed "Reconsigned: Trans-shipping discontinued with the loading of vessel S.S. (name and date)". Demurrage assessed shall be listed in class 58.

4257  For coal from mines located on the following roads moving to lake ports on car cards or car movement waybills, where A.O. 5253 reports are prepared, copy of each sheet of A.O. 5253 reports shall be sent to the freight accounting officers of these lines:

Chesapeake & Ohio Ry.
Louisville & Nashville R.R.
Norfolk & Western Ry.
Interstate R.R.
New York Central R.R.
Lake Erie, Franklin & Clarion R.R.
Pittsburgh & Shawmut R.R.
FREIGHT ACCOUNTING

COAL AND COKE - TO LAKE PORTS - (CONT.)

4258 SEPARATE SHEETS OF A.O. 5253 SHALL BE MADE WHERE THE
W.&E. RY. IS AN INTERMEDIATE CARRIER, AND FOR COAL THAT ORIGINATES
ON THE W.&E. RY.

4259 FOR LAKE CARGO COAL FROM MINES ON THE INTERSTATE R.R.
TO LAKE PORTS ON THE P.R.R. WITH THE LOUISVILLE & NASHVILLE R.R. AS
INTERMEDIATE CARRIER, SEPARATE SHEETS OF A.O. 5253 SHOULD BE PREPARED.
ONE (1) COPY SHALL BE SENT TO THE AUDITOR OF THE INTERSTATE R.R.,
ANDOVER, VA., AND ONE (1) COPY TO THE AUDITOR OF FREIGHT ACCOUNTS,
LOUISVILLE AND NASHVILLE P.R.R. CO., LOUISVILLE, KY.

4262 HANDLING CHARGES ON COAL SHALL BE ASSESSED IN ACCORDANCE
WITH TARIFF AND SHALL BE SHOWN AS A SEPARATE ITEM ON DOCK REPORT A.O.
5253. COPY OF THE A.O. 5253, FROM WHICH ALL CHARGES OTHER THAN THE
HANDLING CHARGES HAVE BEEN DELETED, SHALL BE FORWARDED TO SUPERVISOR
REVENUE ACCOUNTING FOR REPORTING IN CLASS 58 AND COLLECTION OF CHARGES.
THE FOLLOWING RULES ARE FOR THE GUIDANCE OF FREIGHT AGENTS REPORTING ON A.D. 1310 BASIS WHERE CONFLICTING RULES APPEAR IN SYSTEM A.D. 206.

5001. (A) A.D. 1310 FREIGHT REPORTING STATIONS, AS AUTHORIZED BY THE MANAGER REVENUE CASH ACCOUNTING, SHALL ENTER COLLECTIONS PROMPTLY AS DEBITS IN CASH BOOK, A.D. 1452, SHOWING BILL NUMBER, DATE, CAR NUMBER, NAME OF PATRON AND AMOUNT.

(B) ALL REMITTANCES, REFUNDS AND OTHER CASH DISBURSEMENTS SHALL BE ENTERED AS CREDITS IN CASH BOOK.

(C) CASH BOOK SHALL BE BALANCED AT THE CLOSE OF EACH DAY AND CASH BALANCE SHALL AGREE WITH ACTUAL COUNT OF CASH ON HAND.

5002. (A) LIST EACH REMITTANCE ON CASH BOOK ON DAY REMITTANCE IS FORWARDED TO THE BANK.

(B) T.D. 53 DEPOSIT SLIPS FOR SUBSTATIONS SHALL BEAR ZONE STAMP OF SUCH SUBSTATION AND NAME OF ACCOUNTING STATION.

5003. (A) CREDIT SHALL BE CLAIMED FOR ALL EXPENDITURES OF THE TYPES LISTED BELOW:

1. PURCHASE OF SERVICES SUCH AS TRUCKING BILLS BY DRAFT (EXCLUDING ABSORBED SWITCHING).

2. CASH PURCHASE OF POSTAL OR EXPRESS MONEY ORDERS TO BE USED IN MAKING REMITTANCES TO BANKS.

3. CASH PURCHASE OF CHANGE FROM BANKS.

4. PAYMENT OF COLLECT TELEGRAPH CHARGES.

5. USE OF PAY TELEPHONE FOR COMPANY BUSINESS.

6. BANK FEES PAID BANKS FOR COLLECTION OF FREIGHT CHARGES.

7. CASH PURCHASE OF HOUSEHOLD SUPPLIES.

(B) DURING THE COURSE OF EACH MONTH AS DRAFTS ARE ISSUED OR CASH USED, THE AMOUNT EXPENDED SHALL BE CARRIED AS AN UNSETTLED BILL AND DESIGNATED "REVENUE DEBITS".

(C) CREDIT SHALL BE TAKEN ON THE LAST BALANCE SHEET FOR THE CALENDAR MONTH. AGENT SHALL PREPARE A.D. 3503 IN TRIPLEX FOR DRAFTS ISSUED. ORIGINAL A.D. 3503 SHALL BE ATTACHED TO A.D. 1608 AND FORWARDED WITH BALANCE SHEET ON WHICH CREDIT IS CLAIMED.

5004. (A) OVER AND ADVANCE COLLECTIONS ARE COLLECTIONS NOT REPRESENTED BY A DEBIT IN THE ACCOUNT AT THE TIME COLLECTION IS MADE.

(B) O & A COLLECTIONS SHALL BE ENTERED IN CASH BOOK IN SUFFICIENT DETAIL TO BE IDENTIFIED. A RECORD SHALL BE KEPT OF OVER AND ADVANCE COLLECTIONS AS THEY ACCRUE, RECORD SHALL BE NOTED WHEN ITEMS ARE CLOSED.

(C) WHEN SETTLED, O & A ITEMS SHALL APPEAR ON THE CREDIT SIDE OF CASH BOOK, OR DEDUCTED FROM LEDGER STATEMENT, IN SUCH A MANNER AS WILL IDENTIFY THEM.

(D) THE TOTAL UNSETTLED O & A COLLECTIONS SHALL BE DEDUCTED FROM THE "TOTAL OF UNSETTLED BILLS" ON A.D. 1310.
5004. (CONTD)

(E) All over & advance collections unsettled at the close of business on the last
day of the month shall be listed on A.D. 1303 "Statement of unsettled bills". Over and
advance collections more than 30 days old shall be listed in detail.

(F) Items that should be refunded to patrons, if unsettled at the end of the second
month, shall be listed as a debit on A.D. 1608, attaching all papers indicating effort
made to make refund.

5005. (A) A.D. 1303, Monthly statement of unsettled bills, shall be prepared showing all
items, including over and advance collections, that are unsettled at the close of busi-
ness on the last day of the month. When more than one sheet is required, each sheet shall
be totaled, and all sheet totals summarized. The summary shall be the first sheet of the
completed A.D. 1303, and the summary total shall agree with the amount shown on balance
sheet for the last day of the month.

(B) Agent responsible for the collection of charges shall be required to certify
A.D. 1303, over his personal signature, that freight bills due by patrons on the auth-
orized credit list are rendered and collected in accordance with accounting and treasury
department instructions.

(C) List current month items, including over and advance collections, by bill
number and amount. Current ledger statement totals may be listed for credit patrons.

(D) All items more than 30 days old, including over and advance collections,
shall be listed alphabetically by name of patron, showing full waybill information,
reason unsettled code, file number of manager revenue accounting, treasurer or freight
claim agent and the date reported to manager revenue accounting or treasurer.

(E) Car number shall be shown for straight demurrage bills. Average agreement
demurrage bills shall show name of patron and month.

(F) Corrections shall be listed to show waybill number and date of original
waybill in addition to date correction was reported.

5006. (A) Freight agents shall maintain a daily balance of cash and unsettled bills
and prepare balance sheet which shall be signed by agent or other authorized person.
All A.D. 1310 stations shall prepare a daily A.D. 1310 balance except where period
reporting is authorized A.D. 1310 shall be prepared for the period 1st to 7th, 8th
to 15th, 16th to 23rd and 24th to end of month. Date shown on lists attached shall
be the same as on the balance sheet. All entries shall be made on the proper lines
and in spaces provided. When lists show separate totals, debit and credit, enter each
total in respective column.

(B) Amounts entered as balance from previous balance sheet shall be the amount
shown on previous balance sheet opposite "balance to next A.D. 1310".

(C) Amount shown as remittance shall be the amount on T.O. 53, deposit slip,
for the day or period covered by the balance sheet.

(D) Agents rendering one balance sheet for more than one station shall furnish
recap of totals and carry one total for each form to balance sheet.

(E) Remittances on one balance sheet for more than one station shall show re-
mittances made for each substation in space provided. If not sufficient space, de-
tail shall be listed on separate sheet and attached to balance sheet.

(F) Periodical balance sheets shall show total for the period and date and
amount of each remittance in space provided.
5006. (CONT'D)

(g) A.D. 1310 shall in space headed errors have entries made only when supported by a copy of A.D. 1612, statement of discrepancies or other authorization from manager revenue accounting.

(h) Amounts shown as unsettled bills and over and advance collections shall be secured by listing and summarizing bills for on-hand freight by individual amounts; credit bills by freight bill statement totals; and over and advance collections by items. These amounts on last day of each month shall agree with totals reported on A.D. 1303.

(i) When errors in listing are detected after balance sheet and supporting lists have been forwarded, agents shall not issue corrections on amounts as listed, but shall carry the amount of error as an unsettled item and advise the manager revenue accounting who will issue adjustment correction.

(j) Balance sheets shall be forwarded daily except when agencies are authorized to report periodically. Balance sheets, A.D. 1310, shall be forwarded to the manager revenue accounting, copies of balance sheets and all lists shall be retained for agency files.

A.D. 1601, list of interline waybills forwarded
A.D. 1602, list of local waybills forwarded

5007. (A) Forwarded waybills carrying advances or prepaid charges shall be listed separately by waybill number and amount in proper columns on forwarded lists A.D. 1601 or A.D. 1602.

Separate lists shall be prepared for less carload, carload and transit waybills, and lists should show respective captions.

(b) The lists shall be numbered consecutively, starting each year with number one (1) interline and number one (1) local.

(c) Columns of each sheet shall be totaled, and separate summaries made for A.D. 1501 and A.D. 1602, as follows:

<table>
<thead>
<tr>
<th>L.C.L.</th>
<th>Sheets - summarized and totaled</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.L.</td>
<td>&quot;</td>
</tr>
<tr>
<td>Transit</td>
<td>&quot;</td>
</tr>
</tbody>
</table>

All totals to be recap for the day on the last sheet (or extra sheet with consecutive number), as follows:

1- L.C.L. Total
2- C.L. "
3- Transit "

2 and 3 GRAND TOTAL 1, 2, AND 3.

The grand total to be carried to A.D. 1310.

(D) All waybill numbers shall be reported on lists on day on which issued, commencing and closing waybill numbers for the day, all numbers dropped, duplicated or numbers phoned and not used in current day's work, shall be listed with proper notation in spaces provided on the lists. Copies of lists shall be placed in agency file.
5007. (Cont'd)
   (e) One copy of each waybill made for the day, in consecutive number order
   as listed, shall be attached to respective lists and forwarded to manager
   revenue accounting with A.O. 1310.

   (f) When errors in charges are found after the original waybills have been
   forwarded, and the forwarded lists are still on hand, corrections shall be issued
   and mailed to destination agent. Copy of the correction shall be attached to
   waybill copy sent to the manager revenue accounting, and waybill listed at correct
   figures. The original figures shall be corrected, not erased.

   (g) After lists have been forwarded, do not issue corrections to adjust
   errors in listing. Advise the manager revenue accounting and adjustment will
   be made.

   To adjust errors account of duplicate listing or billing, agent should
   issue correction.

   List of waybills received
   A.O. 1603- List of interline waybills received.
   A.O. 1604- List of local waybills received.

5008. (A) A legal impression of stamp showing date reported, number and name
   of delivery station, (whether or not the account is consolidated with another
   account), together with net amount chargeable, shall be placed in lower right
   corner of waybills. When net chargeable is a credit, the amount shall be shown
   encircled in black.

   (B) Before listing, waybills shall be examined as to classification, rate,
   weight, calculations, miscellaneous charges accrued enroute, etc., also commodity
   numbers for carload shipments.

   (C) Revenue waybills, or other forms used in lieu of revenue waybills, for
   carload traffic shall be reported on daily lists that bear the same date that
   freight actually arrives, or where periodical reporting is authorized, lists that
   include the date on which freight actually arrives.

   At stations where it is the regular practice to reconsign carload ship-
   ments, waybills shall be held until disposition orders are received, or car
   unloaded. Waybills covering carload shipments on which out-turn weights are used
   shall be held until certified weights are received, and corrected weight and
   charges shown on received lists.

   (D) Agent shall list net amount chargeable separately and attach waybills
   in order listed to A.O. 1603 and A.O. 1604 for carload waybills (10,000 lbs. or
   over, advances-only, prepaid-only and car movement), and less carload waybills
   (under 10,000 lbs.). Waybill numbers shall be shown for less carload shipments
   and car numbers for carload shipments. Total chargeable for each shall be
   entered under separate captions on form A.O. 1310 balance sheet.

   A.O. 1603 and A.O. 1604, carload and less carload lists, shall be
   numbered in a separate series, starting each series with #1 the first of the
   year. The date, station number, and name shall be shown on all sheets in space
   provided.

   (E) A recapitulation of sheet totals shall be made on last sheet for the
   day, showing totals opposite sheet numbers. Copies of all lists shall be
   retained.
500a. (Cont'd.)

(f) Fully prepaid waybills shall be listed on forms A.D. 1603 or A.D. 1604, showing waybill number for L.C.L. shipments, and car number for carload shipments, but the amount of freight charges shall not be entered in the chargeable column. The prepaid waybills shall be attached to A.D. 1603 or A.D. 1604 before forwarding to the manager revenue accounting.

When fully prepaid waybills reflect an excess in the prepaid column account of stop-off, etc.; charges shall be reported for a net credit. Net credit shall be offset by reporting of the advances only waybill covering stop-off, etc.

(g) Interline waybills (including those from Penna.-Reading Seashore Lines, Pittsburgh, Chartiers & YoungsIVENE RY, Monongahela Ry., and Central Indiana Ry.) shall be held in same order as listed, and with forwarded lists, in number order, placed on top of waybills, shall be securely fastened for forwarding.

Local waybills shall be placed with lists and prepared for forwarding in the same manner as interline.

(h) All lists and attachments shall be forwarded with A.D. 1310, balance sheet.

(i) After lists have been forwarded, do not issue corrections to adjust errors in listing. Advise the manager, revenue accounting and adjustment will be made.

To adjust errors account of duplicate listing or billing, agent shall issue corrections.

(j) See separate section in this manual headed "United States and State Government Shipments".

(k) See separate section in this manual headed "Company Material".

(l) Where a revenue waybill is received having weight and charges for more than one car it shall be reported, local on A.D. 1604 and interline on A.D. 1609, with lead car movement waybill attached. The trailer car non revenue car-movement waybills shall be listed on same report immediately following the revenue waybill.

Form A.D. 1609 shall be used to transfer items. It is a four part form consisting of an original - for issuing agent to attach to A.D. 1310, 1st copy - for receiving agent to attach to A.D. 1310, 2nd copy - for issuing agent's record and 3rd copy for receiving agent's record. The agent initiating the transfer shall forward the first and third copies of A.D. 1609 form to whom items are being transferred together with 2 copies of freight bill for each item involved. Agent preparing and agent receiving the form in duplicate shall report net amount involved in caption "A.D. 1609" of next daily or periodic balance sheet A.D. 1310 and support entry with copy of A.D. 1609 noted "Attach to A.D. 1310".

The agent initiating the transfer shall enter at top of form the name of station from which transfer is being made and name of station to which transfer is being made. The date shall be shown. Consecutive number for A.D. 1609 shall be inserted commencing with number 1 and continuing to 999 and commencing again with number 1 regardless of date. Items transferred shall be listed by inserting information therefor under captions provided. Where both debits and credits are involved a net debit or credit will be shown.
5009. (Cont'd) 
UNDER CAPTION "REPORTED BY" IN LOWER PART OF FORM THE ISSUING AGENT 
SHALL SHOW STATION NUMBER AND NAME, THE DATE A.O. 1609 IS REPORTED, THE NET DEBIT OR CREDIT TO BE REPORTED UNDER "NET AMOUNT REPORTED" AND THE OFFSETTING NET CREDIT OR DEBIT TO BE REPORTED BY RECEIVING AGENT. THE RECEIVING AGENT SHALL LIKewise 
INSERT STATION NUMBER AND NAME AND THE DATE A.O. 1609 IS REPORTED. WHEN MORE THAN 
ONE A.O. 1609 IS TO BE ACCOUNTED FOR ON THE SAME DAY, A LIST SHALL BE REQUIRED 
DETAILING AMOUNTS AS COVERED BY A.O. 1609 FORMS INVOLVED.

THE TRANSFER OF AMOUNTS BETWEEN AGENTS SHALL BE CONFINED TO EXISTING 
AUTHORIZATIONS. ANY FURTHER USE OF THE FORM MUST HAVE AUTHORITY OF THE MANAGER, 
REVENUE ACCOUNTING.

5010. (A) CORRECTIONS SHALL BE LISTED ON:
A.O. 1605 - LIST OF INTERLINE CORRECTIONS
A.O. 1606 - LIST OF LOCAL CORRECTIONS

(B) TWO COPIES OF INTERLINE CORRECTIONS, ARRANGED IN THE ORDER OF LISTING 
ON A.O. 1605 SHALL BE SECURELY ATTACHED TO BACK OF LISTS.

(C) LOCAL CORRECTIONS SHALL BE LISTED ON AND, ATTACHED SECURELY TO A.O. 
1606 IN THE ORDER LISTED.

(D) AN IMPRESSION OF ZONE STATION STAMP SHOWING DATE LISTED SHALL BE PLACED 
ON EACH CORRECTION LISTED, AND THE NET DEBIT OR CREDIT SHALL BE SHOWN FOR EACH 
CORRECTION.

(E) A.O. 1605 AND A.O. 1606 WITH ATTACHMENTS SHALL BE FORWARDED WITH A.O. 1310, 
BALANCE SHEET.

COPIES OF ALL LISTS SHALL BE RETAINED.

(F) WHEN ORIGINAL FREIGHT BILL OR PREPAID BILL OF LADING CANNOT BE SURRENDERED, 
AGENT MAY MAKE REFUND BY OBTAINING PROPERLY EXECUTED A.O. 1796, BOND OF IDENTNITY.

(G) DEBIT CORRECTIONS SHALL BE APPLIED IMMEDIATELY, OR RETURNED TO MANAGER 
REVENUE ACCOUNTING WITH REASON FOR NOT LISTING.

WHEN REFUND CANNOT BE MADE WITHIN 30 DAYS, OR IF PATRON DEMANDS ADJUSTMENT 
REFUND THOUGH CLAIM CHANNELS, THE CORRECTION UNAPPLIED SHALL BE SENT TO MANAGER, 
REVENUE ACCOUNTING WITH ALL SUPPORTING PAPERS, SHOWING EFFORT MADE TO ACCOMPLISH 
REFUND, AND NAME AND ADDRESS OF PATRON TO WHOM REFUND IS DUE.

(H) AGENTS SHALL NOT MAKE REFUNDS AFTER THE EXPIRATION OF THREE YEARS FROM 
TIME SHIPMENT IS DELIVERED OR TENDERED FOR DELIVERY. ALL SUCH CASES SHALL BE 
FORWARDED TO THE MANAGER REVENUE ACCOUNTING.

5011. (A) MISCELLANEOUS CHARGES AND MISCELLANEOUS CORRECTIONS SHALL BE LISTED DAILY 
ON A.O. 1607.

EACH ENTRY SHALL BE SUPPORTED BY A COPY OF BILL OR OTHER FORM USED.

5012. (A) A.D. 1608 FORMS SHALL BE NUMBERED CONSECUTIVELY COMMENCING WITH #1 EACH 
YEAR.
5014. FOR REPORTING CARS SUBJECT TO DEMURRAGE RULES AND CHARGES USE THE FOLLOWING FORMS:

- A.D. 1366 - (SHEET FORM) AVERAGE BASIS.
- A.D. 1366-A (SHEET FORM) STRAIGHT BASIS.
- A.D. 1369 - CONSTRUCTIVE PLACEMENT NOTICE.
- A.D. 1370 - STATEMENT OF CARS DELIVERED AND RECEIVED ON INDUSTRIAL INTERCHANGE TRACKS.

5015. THE HEADING OF REPORTS SHALL SHOW NUMBER AND NAME OF STATION. INITIALS AND NUMBER OF EACH CAR SHALL BE ENTERED PROMPTLY, SHOWING KIND OF CAR BY SYMBOLS AS SHOWN ON INSIDE COVER OF A.D. 1368 OR C.T. 815-B, DAILY CHECK OF CARS.

5016. A.D. 1366-A SHALL BE PREPARED IN DUPLICATE, NUMBERED CONSECUTIVELY, BEGINNING WITH NO. 1 EACH MONTH, THE LAST NUMBERED REPORT FOR THE MONTH TO BEAR NOTATION "AND LAST" AFTER THE NUMBER.

(a) STATIONS HANDLING AN AVERAGE OF 250 CARS OR MORE PER MONTH MAY PREPARE SEPARATE SHEETS OF A.D. 1366-A FOR THE LAST DIGIT OF CAR NUMBERS. THE SHEET NUMBERS SHALL NOT BE PLACED THEREON UNTIL ALL CARS ON ANY ONE SHEET ARE RELEASED.
(b) AT OTHER STATIONS ENTRIES SHALL BE MADE IMMEDIATELY ON A.D. 1366-A REGARDLESS OF INITIAL OR NUMBERS OF CARS, OR WHETHER INBOUND OR OUTBOUND.
(c) EACH ORIGINAL SHEET SHALL BE NUMBERED, SIGNED AND FORWARDED TO THE AUDITOR AS SOON AS ALL CARS ON THE SHEET ARE RELEASED. ALL OPEN ITEMS ON A.D. 1366-A AT THE CLOSE OF THE MONTH SHALL BE TRANSFERRED TO THE FIRST A.D. 1366-A FOR THE FOLLOWING MONTH. A LINE SHALL BE DRAWN THROUGH EACH ITEM AND NOTATION MADE IN REMARKS COLUMN "TRANSFERRED".
(d) SEND ORIGINAL REPORT TO AUDITOR NOT LATER THAN 2ND DAY OF MONTH, AND RETAIN DUPLICATES IN FILE BY MONTHS.
(e) WHEN NO CARS HAVE BEEN RELEASED ON STRAIGHT BASIS DURING THE MONTH, A FORM A.D. 1366-A, BEARING NOTATION "NO CARS RELEASED ON STRAIGHT BASIS" SHALL BE SENT TO THE AUDITOR PROMPTLY.
(f) AGENCY STATIONS HAVING ONE OR MORE NON-AGENCY STATIONS UNDER THEIR JURISDICTION, MAY PREPARE ONE A.D. 1366-A STRAIGHT DEMURRAGE REPORT FOR CARS RELEASED AT ALL STATIONS.
(g) THE NUMBER AND NAME OF AGENCY STATION SHALL BE SHOWN AT UPPER LEFT OF THE A.D. 1366-A IN SPACE PROVIDED. THE NUMBER AND NAME OF EACH NON-AGENCY STATION SHALL BE LISTED, IN STATION NUMBER ORDER, IN BLANK SPACE ABOVE AGENCY STATION NUMBER AND NAME.
(h) EACH CAR RECEIVED OR FORWARDED SHALL BE LISTED DAILY ON THE A.D. 1366-A WITH PROPER STATION NUMBER INDICATED IN FIRST COLUMN WHERE LINE NUMBERS ARE SHOWN.
(i) THE NOTATION "FINAL" SHALL BE MADE AFTER THE LAST ITEM LISTED FOR THE MONTH.
(j) WHEN NO CARS ARE HANDLED FOR THE MONTH AT ONE OF THE STATIONS, SUCH STATION'S NUMBER SHALL BE ENTERED ON A.D. 1366-A IN THE FIRST COLUMN AND THE NOTATION "NO CARS" SHALL BE SHOWN TO THE RIGHT THEREOF.
(k) WHERE THIS PLAN IS ADOPTED, NO STATION MAY BE OMITTED FROM THE A.D. 1366-A WITHOUT ADVISING THE AUDITOR, IN WRITING, REASONS FOR SUCH OMission.
5017. MAKE SEPARATE REPORTS FOR INBOUND AND FOR OUTBOUND CARS FOR EACH PATRON, REPORTS TO BE NUMBERED IN SEPARATE SERIES. AT THE CLOSE OF EACH MONTH, A LINE SHALL BE DRAWN THROUGH EACH CAR LISTED THAT HAS NOT BEEN RELEASED. RECORD OF SUCH CARS SHALL BE TRANSCRIBED TO FIRST SHEET FOR FOLLOWING MONTH.

ORIGINAL FORMS FOR ALL AVERAGE DEMURRAGE REPORTS SHALL BE RETAINED UNTIL ALL REPORTS FOR THE MONTH ARE COMPLETED. THEY SHALL THEN BE ARRANGED IN PATRON AND REPORT NUMBER ORDER (OUTBOUND REPORTS TO BE PLACED NEXT TO INBOUND REPORTS FOR EACH PATRON) AND FORWARDED, MARKED "AVERAGE DEMURRAGE REPORTS", TO THE AUDITOR AS SOON AS POSSIBLE, BUT NOT LATER THAN 15 DAYS AFTER CLOSE OF MONTH COVERED BY REPORTS.

AT THE CLOSE OF EACH MONTH, A LINE SHALL BE DRAWN THROUGH EACH CAR LISTED THAT HAS NOT BEEN RELEASED. RECORD OF SUCH CARS SHALL BE TRANSCRIBED TO FIRST SHEET FOR FOLLOWING MONTH.

RECORD OF SUCH CARS SHALL BE TRANSFERRED TO FIRST SHEET FOR FOLLOWING MONTH OR ORIGenal FORMS FOR ALL AVERAGE DEMURRAGE REPORTS SHALL BE RETAINED UNTIL ALL REPORTS FOR THE MONTH ARE COMPLETED. THEY SHALL THEN BE ARRANGED IN PATRON AND REPORT NUMBER ORDER (OUTBOUND REPORTS TO BE PLACED NEXT TO INBOUND REPORTS FOR EACH PATRON) AND FORWARDED, MARKED "AVERAGE DEMURRAGE REPORTS", TO THE AUDITOR AS SOON AS POSSIBLE, BUT NOT LATER THAN 15 DAYS AFTER CLOSE OF MONTH COVERED BY REPORTS.

AT THE CLOSE OF THE MONTH, THE LAST A.D. 1366 (INBOUND AND OUTBOUND) FOR EACH PATRON, SHALL BE NOTED "LAST REPORT".

THE NAME OF EACH AVERAGE AGREEMENT PATRON WHO DID NOT RELEASE CARS SHALL BE LISTED EACH MONTH ON A.D. 1366. FORWARD SUCH REPORTS WITH OTHER AVERAGE DEMURRAGE REPORTS TO THE AUDITOR.

FIRST COPY OF AVERAGE REPORTS SHALL BE SENT TO PATRON AS AN ITEMIZED STATEMENT, EITHER AT CLOSE OF MONTH'S BUSINESS WITH THE BILL, OR AS REQUESTED BY THE PATRON. THE SECOND COPY OF AVERAGE REPORTS SHALL BE FILED IN A SEPARATE CLOSED FILE BY NAME OF PATRON.

5018. IN SPACES ON DEMURRAGE REPORTS, SHOW THE APPLICABLE TARIFF RULE ON STRAIGHT DEMURRAGE.

FOR CARS HELD UNDER RULES "2-B-1" OR "3-B-1" ALSO SHOW KIND OF TRACK ON WHICH HELD, OR FROM WHICH DELIVERY WAS MADE, I.E., 3-C, 3-D, OR 3-E.

RULE "2-B-2". AN INDUSTRIAL RAILROAD IS NOT A CONNECTING LINE WITHIN THE MEANING OF THIS RULE.

5019. SHOW THE KIND OF TRACK ON WHICH CAR WAS PLACED, USING THE SYMBOLS GIVEN;

"TT" FOR TEAM TRACK
"PT" FOR PRIVATE TRACK
"I" FOR INDUSTRIAL INTERCHANGE

5020. IN SPACES DESIGNATED "ARRIVED" ON INBOUND RECORD SHOW EXACT TIME LOADED CARS ARRIVE AT RECEIVING YARD OR BILLED DESTINATION.

5021. ON INBOUND RECORD SHOW EXACT TIME THE NOTICE REQUIRED BY DEMURRAGE RULE 4-A, RULE 5-A OR RULE 5-B, PARAGRAPH I, WAS SENT OR GIVEN. ON OUTBOUND RECORD, FOR EMPTY CARS FOR LOADING, SHOW TIME WRITTEN NOTICE REQUIRED BY RULE 6-A, WAS SENT OR GIVEN.

NOTICE OF ARRIVAL SHALL BE SENT OR GIVEN FOR CARS HELD IN YARDS FOR SURRENDER OF ORDER NOTIFY BILLS OF LADING OR PAYMENT OF FREIGHT CHARGES.
5021. (cont.) When notice of actual placement is necessary under Rule 4-A, if sent or given in any manner other than U.S. mail, a record to substantiate such notice shall be maintained as to date and hour, given by and to whom. The time the placement notice is sent or given shall be interlined above the time of arrival notice.

5022. In space designated "ordered" show on inbound:

The exact time bill of lading is surrendered or freight charges paid, or order necessary to make delivery of lading is received when car is held for that purpose.

(A) The date and hour of receipt shall be stamped or marked on order notify bills of lading, or other disposition orders, and envelopes in which they are received by U.S. mail shall be preserved on file.

(B) The exact time an order is received from consignee or consignee's agent for a constructively placed car to be actually placed on private, other than public delivery or industrial interchange tracks.

(C) On outbound show the date and hour on which an order is received from a shipper for an empty car to be placed for loading, whether or not the car is already in position. Written orders shall be secured from shippers for empty cars for loading. If a shipper declines to give a written order, agent shall maintain a record of the order on C.T. 722, noting thereon, the date and hour order was received, and name of person from whom received, also car initials and car numbers of cars furnished. If any cars should be ordered direct from yardmaster or other employees, agent shall secure a complete record of the order.

5023. In space designated "order applicable" show on inbound:

The exact time bill of lading is surrendered or freight charges paid, or order necessary to make delivery of lading is effective when car is held for that purpose.

(A) Time for next shift after a constructively placed car is ordered to be actually placed on private, other than public delivery, or industrial interchange tracks. If siding is full, such order is not effective until time for next shift after cars filling sidings have been made empty and then only for a number of cars equal to number of cars made empty.

(B) The exact time when party to whom delivery is ordered is in position to receive, when the car is ordered to a different party, on private, other than public delivery, or industrial interchange tracks. Agents are cautioned against showing in the space designated "order applicable," the date and hour at which "free time" begins.

(C) Show on outbound, the date for which an empty car has been ordered. The date at which free time begins when an empty car already in position is assigned to a shipper on order for loading.

5024. In space designated "constructively placed" show exact time written notice A.D. 1369, required by Rule 5-A, or Rule 6-A, is sent or given.
A.D. 206 SUPPLEMENT

A.D. 1310 AGENCIES (CONT'D)

CAR DEMURRAGE - (CONT.)

5025. SPACE DESIGNATED "PLACED" SHALL SHOW LOCATION AND DATE AND HOUR CARS ARE ACTUALLY PLACED.
   (A) ON PUBLIC DELIVERY TRACKS IN A POSITION ACCESSIBLE FOR LOADING OR UNLOADING.
   (B) ON PRIVATE TRACKS OR ON OTHER-THAN-PUBLIC DELIVERY TRACKS IN A POSITION ACCESSIBLE FOR LOADING OR UNLOADING OR AT A POINT PREVIOUSLY DESIGNATED BY THE CONSIGNOR OR CONSIGNEE.
   (C) ON INDUSTRIAL INTERCHANGE TRACKS ACCESSIBLE TO INDUSTRY'S POWER.
   (D) AN EMPTY CAR ALREADY IN POSITION ON PUBLIC DELIVERY TRACK ASSIGNED FOR LOADING TO A CONSIGNOR SHALL BE SHOWN AS ACTUALLY PLACED ON DATE AND HOUR ORDER FOR CAR IS RECEIVED.
   (E) AN EMPTY CAR APPROPRIATED FOR LOADING, WITHOUT BEING ORDERED, SHALL BE SHOWN AS ACTUALLY PLACED AT DATE AND HOUR SO APPROPRIATED. NOTATION THAT CAR WAS APPROPRIATED SHALL BE MADE IN "ORDERED" COLUMN.

ALL CARS WHICH MAY BE LOADED OR UNLOADED WITHOUT THE NECESSITY OF A MOVEMENT UPON THE PART OF THE CARRIER'S POWER SHALL BE CONSIDERED ACTUALLY PLACED IN AN ACCESSIBLE POSITION.

DAILY TRACK CHECK AND DEMURRAGE RECORD OF PLACEMENT SHOULD BE COMPARED TO DEVELOP ANY SwitchING WHICH MAY HAVE BEEN PERFORMED. SWITCHING BILLS SHALL BE PREPARED AND REPORTED ON A.D. 1607.

5026. SHOW THE SYMBOL "S" TO COVER MOVEMENTS WHICH ORIGINATE, TERMINATE AND MOVE WHOLLY WITHIN THE STATE, AND THE SYMBOLS "I,S" TO COVER MOVEMENTS THAT ORIGINATE OR TERMINATE OUTSIDE THE STATE, OR MOVE OUTSIDE THE STATE WHILE IN TRANSIT FROM OR TO POINTS WITHIN THE STATE.

5027. IN SPACE DESIGNATED "RELEASED" SHOW ON INBOUND:

   THE EXACT DISPOSITION ORDERS FOR CARS SUBJECT TO RULE 2, B, PARAGRAPH 1, WERE RECEIVED, OR AS OTHERWISE MODIFIED BY RULE 3, B PARAGRAPH 2.
   THE EXACT TIME BILL OF LADING IS SURRENDERED, OR FREIGHT CHARGES ARE PAID, ON CARS SUBJECT TO RULE 2, B, PARAGRAPH 2.
   THE EXACT TIME DISPOSITION ORDERS ARE RECEIVED ON CARS HELD FOR INSPECTION PER RULE 2, D.
   THE EXACT TIME UNITED STATES CUSTOMS DUTY WAS PAID ON FREIGHT IN BOND, OR, IF DELIVERED TO BONDED WAREHOUSE, THE TIME CUSTOMS ENTRY WAS MADE ON CARS SUBJECT TO RULE 2, B, PARAGRAPH 3, WHICH WILL CLOSE THE RECORD. A NEW RECORD SHALL BE MADE FOR THE UNLOADING, REFERENCE TO BE MADE ON EACH REPORT AS TO THE NUMBER OF THE OTHER REPORT.
   THE TIME UNLOADING WAS COMPLETED.
   WHEN THE EXACT TIME OF THE RELEASE OF CARS TO BE UNLOADED CANNOT OTHERWISE BE ASCERTAINED, CARS FOUND EMPTY UPON CHECKING TRACKS AT 7 A.M. SHALL BE REPORTED AS RELEASED AT THE PREVIOUS 6 P.M.
   WHEN A LOADED CAR IS DELIVERED TO AN INDUSTRY PERFORMING ITS OWN SWITCHING SERVICE, IT SHALL BE RELEASED AT THE TIME IT IS RETURNED EMPTY TO THE INTERCHANGE TRACK; IF RETURNED RELOADED, IT SHALL BE RELEASED FROM THE INBOUND RECORD AT THE TIME UNLOADED. THIS INFORMATION, IN WRITING, IS TO BE FURNISHED BY THE INDUSTRY AS PROVIDED IN RULE 2, A, PARAGRAPH 2.
A.D. 206 SUPPLEMENT
A.D. 1310 AGENCIES (CONT'D)
CAR DEMURRAGE - (CONT.)

5029. IN SPACE DESIGNATED "RELEASED" SHOW ON OUTBOUND THE TIME CARS ARE ACTUALLY
RELEASED. CARS SHALL NOT BE CONSIDERED RELEASED UNTIL LOADING HAS BEEN COMPLETED
AND BONA FIDE SHIPPING INSTRUCTIONS, NECESSARY TO ISSUE BILL OF LADING AND FORWARD
SHIPMENT, HAVE BEEN RECEIVED, OR WHERE AN INDUSTRY PERFORMS ITS OWN SWITCHING SERVICE,
WHEN LOADED CAR HAS BEEN PLACED UPON THE INTERCHANGE TRACK AND SHIPPING INSTRUCTIONS
FURNISHED AGENT.

(A) UNLESS A SHIPPER IS ON THE CREDIT LIST, BONA FIDE SHIPPING INSTRUCTIONS SHALL
NOT BE CONSIDERED TO HAVE BEEN FURNISHED UNTIL DEMURRAGE OR OTHER CHARGES HAVE BEEN
PAID OR ENTERED ON BILL OF LADING AND SHIPPING ORDER AS ADVANCED CHARGES, OR, ON
SHIPMENTS REQUIRING PREPAYMENT OF FREIGHT CHARGES, UNTIL SUCH CHARGES HAVE BEEN PAID.
(EXCEPTION: ON OHIO INTRASTATE SHIPMENTS, DEMURRAGE CHARGES MUST BE COLLECTED AT
POINT OF SHIPMENT.)

(B) IN CASES OF IMPROPER OR EXCESSIVE LOADING, AGENTS SHALL NOT ACCEPT SHIPPING
INSTRUCTIONS OR GIVE BILL OF LADING UNTIL CARS HAVE PASSED PROPER INSPECTION, AND
SUCH CARS SHALL NOT BE CONSIDERED RELEASED UNTIL MADE READY FOR FORWARDING; BUT THE
SHIPPER SHALL NOT BE CHARGED WITH TIME REQUIRED FOR MAKING INSPECTION AND NOTIFYING
HIM OF REJECTION.

5029. IN SPACE DESIGNATED "REMARKS" EXPLAIN ANY DETENTION TO CAR AFTER FREE TIME BEGAN
WHICH IS NOT CHARGED AGAINST SHIPPER OR CONSIGNEE; ALSO FOR WHAT PURPOSE CARS WERE HELD
FOR ORDERS.

(A) WHEN TIME OF ARRIVAL INDICATES THERE WAS AMPLE TIME TO SEND OR GIVE NOTICE ON
THE SAME DAY AND NOTICE WAS NOT SENT OR GIVEN UNTIL THE NEXT DAY, AN EXPLANATION OF THE
DELAY TO NOTICE SHALL BE GIVEN.

(B) WHEN THE DELAY BY THE RAILROAD COMPANY IN PLACING CAR RESULTS IN THE FREE TIME
BEGINNING AT A LATER DATE THEN IT WOULD HAVE, HAD THE CAR BEEN PROMPTLY PLACED, AN
EXPLANATION OF SUCH DELAY SHALL BE MADE.

(C) "RULE 3-8-1" SHALL BE SHOWN IN "REMARKS" COLUMN ON AVERAGE REPORTS WHEN CARS
ARE HELD FOR ORDERS, SURRENDER OF BILL OF LADING, OR PAYMENT OF FREIGHT CHARGES.

5030. WHERE THE RAILROAD ASSIGNS AS INTERCHANGE TRACKS, CERTAIN TRACKS IN ITS YARD
NOT ADJACENT TO THE PRIVATE TRACKS OF AN INDUSTRY PERFORMING ITS OWN SWITCHING SERVICE
UPON WHICH ASSIGNED TRACKS SUCH INDUSTRY RECEIVES AND DELIVERS CARS, THE PLACEMENT
BY THE RAILROAD OF CARS ON SUCH TRACK DOES NOT CONSTITUTE DELIVERY, WITHIN THE MEAN-
ING OF RULE 4, C AND A NOTICE OF PLACEMENT SHALL BE GIVEN, FREE TIME TO BE COMPUTED
FROM THE FIRST 7 A.M. THEREAFTER.

5031. THE PRACTICE OF CHECKING TRACKS DAILY SHALL BE PERFORMED AT THE SAME TIME
AND IN THE SAME MANNER, THAT IS, CHECK SHALL BE STARTED AT THE SAME END OF EACH
TRACK AND TAKEN IN THE SAME DIRECTION AND THE NAME OR NUMBER BY WHICH THE TRACK IS
KNOWN SHALL BE SHOWN OPPOSITE OR AT THE HEAD OF THE LIST OF CARS FOUND ON THE TRACK
WITH A NOTATION AS TO THE DIRECTION TAKEN, E.G., SWITCH END TO BUMPER, NORTH TO
SOUTH, ETC.
(A) When checking private cars which are leased to consignors or consignees, and, therefore, exempt from demurrage rules after actual placement on the track of the party to whom they are leased, care shall be taken to note whether or not the name of lessee is painted, stenciled or boarded on each car.

(B) Cars held for the account of contractors or others to whom a siding or portion of a siding has been assigned shall be checked to indicate just which cars are on the portion of the track so assigned.

(C) In checking all tracks show the exact location of each car in all instances where facilities require that car or cars be placed at platforms, doors, over or under unloading devices including cranes, bins, pits, etc., where there is more than one such facility each shall be identified by whatever designation given it by the industry. Lacking industrial identification such facility shall be identified by a number beginning with the number one (1) on each track or siding.

(D) If a car is inaccessible either on public or private track it shall be so marked. If held on private track and accessible, but at a point not desired by consignee, it shall be checked "constructively placed with or without notice" and shown in book C.P. or C.P.W.N.

(E) Any obstructions which make a car inaccessible shall be noted on check opposite the car so affected.

(F) Track check A.D. 1368 or C.T. 815-B shall be preserved and retained on file. Each day's check shall be timed and signed.

5032. A.D. 1370 is for use in checking the receipt and delivery of cars from and to industrial railroads serving more than one consignee, and does not replace A.D. 1369.

A.D. 1370 INTERCHANGE REPORTS

5033. Daily record of weather conditions shall be made on A.D. 1368, or C.T. 815-B, symbols shall be used to indicate:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Clear or cloudy</td>
</tr>
<tr>
<td>R</td>
<td>Rain</td>
</tr>
<tr>
<td>S</td>
<td>Snow</td>
</tr>
</tbody>
</table>

The time precipitation began and ceased shall be entered. Example: (10:30 A - 4P). When precipitation began during the night, exact time not known, "time began" shall be indicated by "N". When the precipitation of the previous day has apparently not ceased during the night, "time began" shall be indicated by "C", meaning continued; same symbol shall be used to indicate "time ceased" when precipitation continues through the day.
5034. Forty-eight hours (two days) free time will be allowed to partly or completely load, to partly or completely unload, or to partly unload and partly reload.

(A) Detention, including free time, should be computed from the next 7 A.M. following actual or constructive placement of a car on an interchange track until returned to the same or another interchange track.

(B) When a car is refused, after partial unloading, and is subsequently disposed of, a total of 48 hours free time will be allowed. This car should be released when new shipping instructions are received. All prior charges that accrue should be set up against original consignee.

5035. A notice sent or given on Saturday, Sunday or a legal holiday does not in any manner change the date of computing free time.

5036. Railroad delay, between time "order applicable" and time "placed", which may occur after the 7 A.M. from which free time begins, shall be deducted from the total detention of the car.

5037. On cars containing freight in bond, if held on public delivery track accessible for unloading, pending release from bond by United States customs inspector, the forty-eight hours allowed for unloading begins at the next 7 A.M. after being released under Rule "2-B-3".

(A) After payment of customs duty, car is then placed in an accessible position for unloading, the forty-eight hours free time allowed for unloading begins at the next 7 A.M. following actual placement.

(B) On cars for delivery to a bonded warehouse, and held for permit to break seals, the forty-eight hours allowed for unloading begins at the next 7 A.M. after customs entry was made. Any delay on the part of the government between 7 A.M. and the time the customs inspector breaks the seals, should be deducted from the total detention chargeable to consignee after such 7 A.M.

5038. Cars shall be considered "placed" on public delivery tracks for unloading within the meaning of Rule 3-C, when they are accessible, if removed by carrier to an inaccessible position, that time only should be deducted from total detention time.

5039. When railroad performs switching service, cars actually placed on other than public delivery tracks and on private sidings shall not be considered "placed", within the meaning of Rule 3-D, until placed in an accessible position for loading or unloading. In case failure to place cars in accessible positions is attributable to patrons, they shall be considered as "constructively placed" at the time delivered on such tracks and sidings. If not delivered to tracks or sidings they shall be constructively placed by notice A.D. 1369.
5039. A car once placed in an accessible position, and then made inaccessible by the railroad, that time shall be deducted from total detention of the car after the hour from which free time was computed, provided inaccessibility was not due to placing other cars on the track for the same patron.

5040. Where it is customary for the railroad to place on assigned industrial interchange tracks cars other than those intended for delivery to the industry performing its own switching service, and the industry is unable to identify the cars for delivery to them constructive placement notice A.D. 1369 shall be sent or given the industry.

   (A) A.D. 1369 shall not be sent or given for empty cars placed for loading on interchange tracks. If necessary to identify the cars to be assigned to various shippers such information shall be furnished on A.D. 1370.

5041. When a car is consigned to "A" notify "B", and, after surrender of bill of lading, car is delivered to "B", no additional charge being made for switching movement, time shall be computed under Rule 3, C, until car is finally released.

   (A) If "B" is working under average agreement, the entire detention to such car shall be included in "B"'s average account.

   (B) If an additional charge is made for switching the car for delivery to "B", 24 hours free time shall be allowed on the first record under Rule 2-B-1 and 48 hours free time allowed on the second record for unloading, under Rule 3, C, D, or E.

5042. A loaded car inbound returned to interchange track under the original load is subject to Rule 2, B, Paragraph 1 (only twenty-four hours allowed) and shall not be taken into the average account.

5043. On empty cars placed on interchange track which are removed by shipper and returned empty to interchange track, detention shall be computed under Rule 6, B, from the hour of actual or constructive placement with no free time allowance.

5044. When empty cars, placed on interchange tracks on orders of shipper, are not taken away from interchange track, detention shall be computed under Rule 6, B, and the cars released from demurrage when advised by shipper that they will not be used.

5045. Where empty cars placed by this railroad on industrial tracks are delivered loaded to another carrier, such cars shall be taken into the demurrage record of the outbound carrier. The agent shall furnish the outbound carrier the time cars were placed on the industrial tracks.
5045. When loaded cars placed on industrial tracks are not returned, but are delivered to another carrier loaded, such cars shall be released from the inbound record at the time made empty and so reported, in writing, by the industry. Agent of inbound carrier shall notify agent of outbound carrier when car was made empty. Cars shall be considered as immediately placed for loading outbound at the time made empty. The entire detention to the car outbound shall be kept by the outbound carrier.

5046. At the end of each calendar month the total number of cars, the debits and credits, and arbitrary charges, (inbound and outbound separately) shall be summarized for each patron working under average agreement.

(A) This summary shall be shown on the last sheet of Form A.D. 1366 (inbound and outbound), in no case shall credits earned on inbound cars be applied to debits accruing on outbound cars or vice versa. If the debits exceed the credits, a bill for the amount of the excess debits, plus the arbitrary charges, shall be prepared and the amount of the bill listed on A.D. 1607 as soon as possible, but not later than 15 days after close of the month covered by reports. Month shall be considered as closing at the first 7 A.M. of the following month.

(B) Credits earned on cars loaded and unloaded in intra-plant switching service shall not be used to offset debits accruing on cars handled in other services, or vice versa.

(C) At industries where cars are handled in intra-plant switching, agents preparing average agreement demurrage records shall maintain four (4) separate average agreement reports, as follows:

   (A) Cars loaded in intra-plant service.
   (B) Cars unloaded in intra-plant service.
   (C) Cars loaded in (road haul or) other services.
   (D) Cars unloaded in (road haul or) other services.

(D) A copy of the demurrage bill with supporting papers shall be attached to A.D. 1607 and forwarded with A.D. 1310.

5047. When agent determines that an error has been made, he shall prepare correction correction form, noting thereon reason for change in record, also giving reference to original demurrage report, and if charge has been listed give reference to the A.D. 1607 on which listed.

(A) When agent receives a debit demurrage correction, it shall immediately be taken into his account by listing on next A.D. 1607, showing bill number and amount.

(B) When credit corrections affect charges which have been paid, credit shall not be taken until refund is made.
CAR DEMURRAGE - (CONT.)

5047. (c) When refund cannot be made within thirty (30) days after receipt of correction it shall not be taken into agent's account, but shall be returned to the auditor with advice as to effort to accomplish refund and name and address of party to whom due. Agent's records shall be so noted and refund shall not be made thereafter without authority of the auditor.

(b) If any exception is taken to correction it shall be immediately returned to auditor with full explanation.

5048. All claims or correspondence pertaining to demurrage shall be forwarded to auditor with reference to the report number and whether straight basis, or average agreement, covering each car involved.

5049. All demurrage earnings on cars delayed beyond the "free time" allowed by rule 2, A, shall be assessed, unless claim is made in writing by shipper or consignee for allowance on account of weather interference, when, if in accordance with demurrage tariff provisions, the "free time" shall be extended and A.D. 1966-A so noted.

(a) Agent shall prepare a statement for the auditor noting the exact circumstances, including a transcript of the weather conditions as shown on A.D. 1966, or C.T. 815-B, for the period of the detention to the car; show the A.D. 1966-A report number; also state whether others similarly situated and under the same conditions loaded or unloaded cars. This statement, together with written claim of shipper or consignee, shall be attached to the demurrage report covering the car and forwarded to the auditor. If the demurrage report has been forwarded, the statement and claim shall be sent to the auditor to make the allowance.

5050. When claim for frozen or concealed lading is received, agent shall secure a statement from the consignee in writing as his authority for allowing the additional free time. The statement shall be attached to the demurrage report covering the cars and forwarded to the auditor.

5051. Ferry cars placed for unloading or loading (whether C.L. or L.C.L.), are subject to demurrage rules.

5052. When a consignee has cars held out under constructive placement and orders any or all of such cars containing certain commodities actually placed and switch is omitted, an allowance of one day will be made on each car held out under constructive placement, providing there is no car of the same commodity on the siding under load at the time the track is checked the following day.

5053. When agents receive from shippers or consignees, oral application to execute demurrage average agreement, as provided in demurrage tariff, they shall have such shippers or consignees present their applications in writing. Demurrage average agreements cannot be made retroactive, but shippers or consignees are entitled to have such agreements made effective on the first day of the month following the approval of their applications, or if desired, the agreement may be made effective the date of receipt of the application by the carrier, if applicant has released no cars prior to that date during the same calendar month.

5054. Form A.D. 1366-B shall be prepared for unbilled cars loaded with coal or coal products held on mine tracks and designated mine tracks as shown in agent's h.r., Hirsch's freight tariff 8th, supplements thereto or reissues thereof, which tariff shows cars demurrage rules and charges etc. applicable.
CONT.

5054. (a) Form A.D. 1366-B shall show month for which prepared, and in the spaces provided the numbers and names of stations and mines as listed in A.D. 80, list of stations. The maximum number of loaded cars to be held free of demurrage, which shall be the same as shown in tariff naming car demurrage rules and charges applicable on cars used in handling coal or coal products, shall also be shown.

(b) Entries shall be made daily on Form A.D. 1366-B. The original sheets shall be forwarded to the manager, revenue accounting on the first working day of the month following that for which Form A.D. 1366-B was prepared.

(c) Form A.D. 1316-A shall be prepared currently from information shown on Form A.D. 1366-B, as a statement of demurrage charges due and as a bill to be presented for payment. Charges are to be reported on A.D. 1607, attaching a copy of Form A.D. 1316-A.

(d) Form A.D. 1366-A shall be prepared to record detention of cars, loaded with coal or coal products, held at weighing stations, classification yards or elsewhere for forwarding instructions in accordance with Agent, H.R. Hinsch's freight tariff 8-M, supplements thereto or reissues thereof, showing car demurrage rules and charges applicable to cars used in handling coal or coal products.

(e) Form A.D. 1366-A shall record detention of all cars released within the calendar month and shall show in spaces provided, the names of stations and numbers as listed in A.D. 80, list of stations.

(f) Date and hour of arrival at weighing stations, classification yards or elsewhere and the date and hour disposition orders are received shall be shown in columns headed "arrived" and "released". Reference shall be made to Rule 4-B, Tariff 8-M, etc.

(g) Form A.D. 1316-A shall be prepared as a statement from information on Form A.D. 1366-A and presented promptly as a bill covering charges due. Charges are to be reported promptly on A.D. 1607, attaching a copy of Form A.D. 1316-A.

5055. As required by an order of the Interstate Commerce Commission, all demurrage records, copies of reports, notices, etc., referred to in above instructions shall be preserved on file by agents.

5056. The following legal holidays shall be excluded in computing time:

- New Year's Day
- Labor Day
- Washington's Birthday
- Thanksgiving Day
- Memorial Day
- Independence Day
- Christmas Day

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