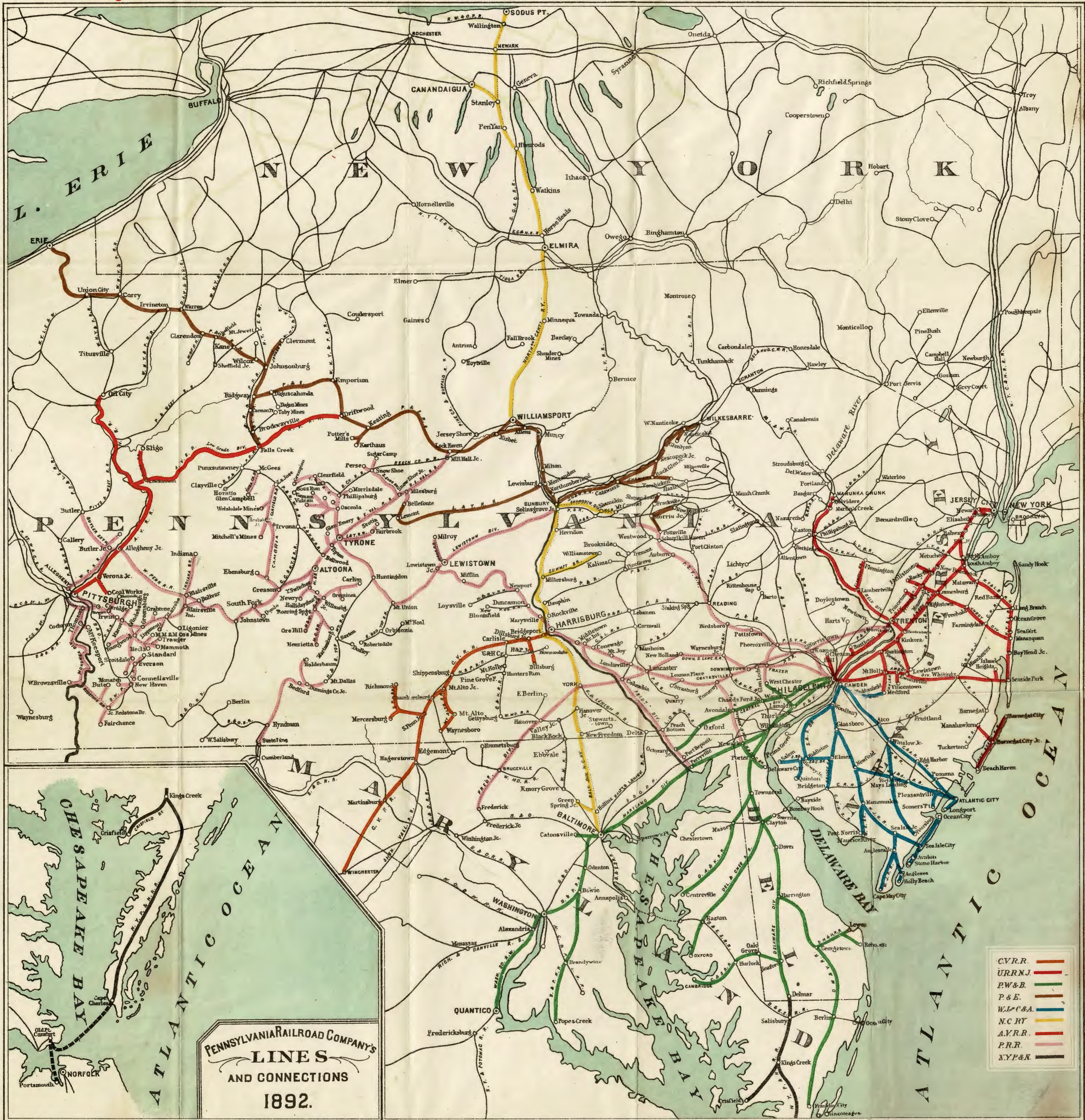


MANUAL No. 5.

INSTRUCTIONS
FOR THE
GOVERNMENT
OF
TICKET AGENTS,
BAGGAGE AGENTS,
PACKAGE AGENTS,
BAGGAGE MASTERS,
MILK RECEIVERS AND
BRIDGE COLLECTORS.



MANUAL No. 5.

THE PENNSYLVANIA RAILROAD COMPANY.
PHILADELPHIA, WILMINGTON & BALTIMORE RAILROAD COMPANY.
WEST JERSEY RAILROAD COMPANY.
CAMDEN & ATLANTIC RAILROAD COMPANY.

INSTRUCTIONS

FOR THE

GOVERNMENT

OF

TICKET AGENTS,
BAGGAGE AGENTS,
PACKAGE AGENTS
BAGGAGE MASTERS,
MILK RECEIVERS AND
BRIDGE COLLECTORS.

Taking effect September 1st, 1892.

ISSUED BY THE ACCOUNTING DEPARTMENT,
PHILADELPHIA.

NOTICE.

The instructions and information in this Manual have been prepared in order to secure uniformity and accuracy in keeping office records and in making required reports to this office, on system of lines east of Pittsburg, comprising the roads owned, leased or otherwise operated by the following Companies:—

Pennsylvania Railroad Company.
Philadelphia, Wilmington & Baltimore
Railroad Company.
West Jersey Railroad Company.
Camden & Atlantic Railroad Company

They supersede all other instructions heretofore issued, and a strict compliance therewith is required of all parties interested.

By direction of the Comptroller.

M. RIEBENACK,
Auditor of Passenger Receipts.

A. J. GILLINGHAM,
Assistant Auditor of Passenger Receipts.

**Office of Auditor of Passenger Receipts,
Philadelphia, September 1st, 1892.**

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PART I.

INSTRUCTIONS

TO

TICKET AGENTS.

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LIST OF BOOKS, BLANKS AND ENVELOPES

REFERRED TO IN THE FOLLOWING INSTRUCTIONS.

BOOKS.

- G—Form 247—A. P. R., Record of Valuable Packages forwarded from ——— Station.
- G—Form 251—A. P. R., Record of Local Ticket Sales.
- G—Form 255-B—A. P. R., Record of Shipments by Market Trains, West Penn. and Schuylkill Divisions.
- G—Form 265—A. P. R., Record of Collections on Extra Baggage, Local and Foreign.
- G—Form 267—A. P. R., Monthly Cash Exhibit of Passenger Business.
- G—Form 271—A. P. R., Record of Local Tickets.
- G—Form 271—A. P. R., Record of Foreign Tickets.
- G—Form 272—A. P. R., Daily Record of Foreign Ticket Sales.
- G—Form 274—A. P. R., Record of Commutation Ticket Sales.
- G—Form 275—A. P. R., Scrap Book, for filing Letters, Circulars, &c.
- G—Form 290—A. P. R., Receipt Book.
- G—Form 414—A. P. R., Record of Package Stamps Received and Sold.
- G—Form 42—A. F. R., Receipt Book, for taking receipts when remittances are forwarded by express.

BLANKS.

- G—Form 246—A. P. R., Way-Bill of Valuable Packages (except Money) forwarded from ——— Station.
- G—Form 250—A. P. R., Monthly Report of Extra Baggage Collections to Foreign Points.

- G—Form 251—A. P. R., Daily Report of Local Tickets Issued.
- G—Form 251—Special—A. P. R., Daily Report of Tickets Issued.
- G—Form 254—A. P. R., Monthly Report of Local Ticket Sales.
- G—Form 255—A—A. P. R., Manifest of Articles Shipped by Market Train.
- G—Form 258—A. P. R., Monthly Report of Commutation Tickets Sold.
- G—Form 259—A. P. R., Monthly Report of Foreign Ticket Sales.
- G—Form 260—A. P. R., Monthly Report of Tickets sold at _____, Office No.—.
- G—Form 264—A. P. R., Monthly Report of Local Extra Baggage Collections.
- G—Form 267—A. P. R., Monthly Cash Exhibit of Passenger Business. (Sheet.)
- G—Form 268—A. P. R., Memorandum of Remittance Account Passenger Business.
- G—Form 269—A. P. R., Report to Treasurer of Cash Remitted Account Ticket Sales.
- G—Form 273—A. P. R., Statement of Local Tickets Returned.
- G—Form 273—A. P. R., Statem't of Foreign Tickets Returned.
- G—Form 276—A. P. R., Daily Report of Commutation Ticket Sales.

ENVELOPES.

- G—Form 200—A. P. R., To enclose Receipted Invoices for Tickets.
- G—Form 201—A. P. R., To enclose G—Form 251—A. P. R., Daily Report of Tickets Issued.
- G—Form 202—A. P. R., To enclose Agents' Monthly Reports.
- G—Form 204—A. P. R., } Addressed to Auditor of Passenger
- G—Form 205—A. P. R., } Receipts.
- G—Form 212—A. P. R., For General Correspondence.
- G—Form 213—A. P. R., To enclose G—Form 276—A. P. R., Daily Report of Commutation Ticket Sales.

- G—Form 238—A. P. R., To enclose G—Form 251—Special—
A. P. R., Daily Report of Tickets
Issued.
- G—Form 249—A. P. R., To enclose Recalled Tickets or
Valuable Packages.
- G—Form 266—A. P. R., For General Correspondence.
- G—Form 634—A. P. R., For enclosing Orders, Auditor's
Checks, and Spoiled, Cut or Mutilated Tickets.
- G—Form 645—A. P. R., For forwarding Duplex Memoranda
Redeemed, Monthly.
- G—Form 56—A. F. R., To enclose G—Form 269 and money,
if remitting by express to bank or
to Treasurer direct.

OPENING AND CLOSING OFFICES.

1. Ticket Agents will be governed by the instructions of the transportation officer having jurisdiction over the offices.

OFFICE SUPPLIES.

2. Requisition for office supplies, such as books, blanks and stationery, must be made on the Comptroller on forms provided for that purpose, and according to his instructions. Books and blanks should be designated by their form numbers. If not provided with a form number, enclose sample of the book or blank desired with the requisition. Do not allow supplies of any form to become exhausted.

3. Exercise economy in the use of blanks and stationery. Keep all supplies in an orderly manner in closets and drawers provided for their accommodation.

4. Before making requisition for books, blanks, envelopes and stationery, examine stocks very carefully, so that request may be made for only those actually required for **THREE MONTHS' USE.**

5. Agents will call attention to any unnecessary or excessive stock of blanks or envelopes they may have on hand, or may receive at any time.

KEEPING OF OFFICE RECORDS.

6. The Record Books should be kept neatly (*that is, clean of ink spots, erasures, &c.*), and they must be conveniently located for use and carefully preserved.

7. The various sales or collections of the day must be correctly and promptly recorded in the prescribed books, and the entries made in *ink*, so that in the event of sickness or accident, they may be readily taken up by some other person; and also be in good condition for examination by any person authorized to visit the office.

8. Office Records must be retained until they are *six* years old. Any over this date should be sent in addressed to the Auditor of Passenger Receipts, with advice thereof sent separately by letter; or they may be forwarded by instructions from Special or Route Agents.

CORRESPONDENCE.

9. Agents must comply strictly with instructions, whether in printed or manuscript form.

10. All communications *from* this office in relation to errors, omissions and corrections must be carefully noted, and inquiries therein *promptly* answered.

11. Letters *to* this office should be written in *ink* on Company's letter-headings. Only *one subject* should be embraced in a letter. In answering correspondence, the *subject treated of* should

be referred to, together with the *number* designating the *room* from which the letter was written.

12. Correspondence for this office must be enclosed in envelope G—Form 204 or 205, and not attached to or enclosed with daily or monthly ticket reports.

13. Letters of instruction and monthly audit letters, together with current circulars, must be promptly and properly filed in book G—Form 275.

14. Regular monthly audit letters containing statements of agents' cash accounts and notations of errors discovered in the audit of monthly reports, must be given prompt attention. Corrections of these errors must be made (*in accordance with the instructions*) in book G—Form 251, "Daily Record of Local Ticket Sales;" G—Form 265, "Record of Collections of Extra Baggage;" G—Form 267, "Monthly Cash Exhibit of Passenger Business," and G—Form 272, "Daily Record of Foreign Ticket Sales." The "Debits" and "Credits" must be entered on the face of G—Form 267 on the *day* the audit letter is received, as well as in the summary of the same form.

SAFE COMBINATIONS.

15. Agents having safes which are opened with "combination lock," *must* exercise care in locking them, giving the "lock-dial" five or six *gentle* turns after locking. A *rapid* movement of

the *dial* will cause it to become worn, which may involve both trouble and expense.

16. The combination of a safe should be in possession of the agent only. If he chooses, for reasons satisfactory to himself, to furnish it to any of his assistants, he will be held responsible should improper use be made of the information.

17. Should an assistant, who is in possession of the combination of the safe, leave the service of the Company, or be transferred, the agent should immediately advise the Auditor of Passenger Receipts of the same, so that the combination may be changed.

BONDS.

18. As agents alone are held responsible to the Company for the receipts and proper conduct of their offices, they must take whatever steps are necessary to protect themselves for the work of their subordinates.

19. If agents desire, they may require bonds made to themselves from each assistant for the faithful performance of duty. The Company does not recognize the responsibility of the latter, and will not, therefore, take bonds from them.

ROBBERIES.

20. In the event of robbery at a station, or the partial or complete destruction of the station building and its contents by fire or otherwise, resulting

in the partial or total loss of tickets, record books, blanks and stationery, agents will immediately notify this office, and also the Superintendent of the Division, by telegraph, if possible, and follow this promptly by letters giving full description of tickets stolen or otherwise lost or destroyed, and accurate details as to the loss of other property involved. This is necessary in order to protect the Company, and also to furnish the agency with necessary tickets and with other supplies for the proper transaction of business.

INFORMATION FOR THE PUBLIC.

21. Agents will be careful to see that the current "Time-tables," the "Act to Prevent Fraud upon Travelers" (*furnished to agents in the States of Pennsylvania and New Jersey*), the "Certificate of Agent's Appointment" (*furnished to agents in the States of New York, New Jersey and Pennsylvania*), and "Passenger Tariffs," are conspicuously posted in the waiting-rooms of the stations, so as to be accessible to the public.

SPECIAL AND ROUTE AGENTS' VISITS.

22. When Special and Route Agents or other accredited representatives of the Company visit an office, they must be afforded proper facility for prosecuting their work, and agents are expected to render assistance when necessary, and furnish all information desired.

DESCRIPTION OF TICKETS ISSUED.

23. THE PENNSYLVANIA RAILROAD COMPANY (*comprising three Principal Divisions—the Pennsylvania Railroad Division, Philadelphia & Erie Railroad Division and United Railroads of New Jersey Division*), the PHILADELPHIA, WILMINGTON & BALTIMORE, the WEST JERSEY and the CAMDEN & ATLANTIC RAILROADS, issue LOCAL and FOREIGN tickets, as described below.

Local Tickets.

24. Tickets of the Pennsylvania Railroad Company's issue are local when the transportation covered is exclusively within the lines of a principal division of the Pennsylvania Railroad proper, *i. e.*, when the initial and destination stations are located on the same principal division and the entire passage is within the lines belonging thereto. (*The exceptions are to and from points on the Bedford Division passing Huntingdon, to and from points on Cambria & Clearfield Railroad reached by passing over the Pennsylvania & North Western Railroad, to points on Long Beach Railroad passing over the Tuckerton Railroad, or to and from points on New York Division or Amboy Division passing Perth Amboy, South Amboy or Bay Head, and to and from points on the Schuylkill Valley Railroad passing Pottsville, as per paragraph 25.*)

Also, tickets of the Philadelphia, Wilmington & Baltimore Railroad, West Jersey Railroad or Camden & Atlantic Railroad Company's issue are local when covering transportation exclusively within the lines operated by the issuing company.

LIST OF LOCAL TICKETS, PRINTED AND BLANK.

First Class.
 Continuous Passage.
 Special Limited.
 Accommodation.
 Second Class.
 Emigrant.
 Workman's.
 Clerical.
 Regular Excursion.
 Special Excursion.
 Regular Summer Excursion.
 Special Summer Excursion.
 Winter Excursion.
 Special Winter Excursion.
 Special Party Excursion.
 Special Yellow.
 Milk.
 Cream.
 Parlor Car.
 Local Commutation Tickets.

Foreign Tickets.

25. Tickets of the Pennsylvania Railroad Company's issue are foreign when the transportation covered extends beyond the lines of a principal division, or on or over a line other than the Pennsylvania Railroad proper.

Also, tickets issued to or from points on the Bedford Division passing Huntingdon, or to and from points on the Cambria & Clearfield Railroad reached by passing over the Pennsylvania & North Western Railroad, to points on Long Beach Railroad passing over the Tuckerton Railroad, or to and from points on the New York Division or the Amboy Division passing Perth Amboy, South Amboy or Bay Head.

POTTSVILLE being the dividing point between the Philadelphia & Erie Railroad Division portion and the Pennsylvania Railroad Division portion of the Schuylkill Valley Railroad, all tickets reading from stations north to stations south thereof, or from stations south to stations north thereof, will be considered foreign.

Tickets of the issue of the Philadelphia, Wilmington & Baltimore Railroad, West Jersey Railroad or Camden & Atlantic Railroad Company are foreign when they embrace travel beyond the lines operated by the issuing company.

LIST OF FOREIGN TICKETS, PRINTED AND BLANK.

Printed Card, First Class.

- " " Continuous Passage.
- " " Special Limited.
- " " Second Class.
- " " Emigrant.
- " Clerical.
- " Party Tickets.
- " Excursion.
- " Special Excursion.
- " Summer Excursion.
- " Special Summer Excursion.
- " Winter Excursion.
- " Special Winter Excursion.
- " Extra Fare.

Blank Book, marked "Foreign."

- " " Special Limited.
- " " Continuous Train.
- " " Continuous Passage.
- " " Second Class.
- " " Emigrant.
- " " Excursion.
- " " Special Excursion.
- " " Summer Excursion.

Clerical——Destination.

One-Thousand-Mile Tickets.
 Foreign Commutation.
 Parlor-Car Checks.
 Extra-Fare Tickets.
 Feeders.
 Transfer Checks.
 Coupon Tickets of various forms.

Ticket Supplies.

26. Requisitions for tickets must be made on the Division Ticket Agent, if for Local, and on the General Passenger Agent, if for Foreign, on blanks provided and in accordance with instructions issued by the Passenger Department.

27. Agents on the Philadelphia & Erie Railroad Division will continue to make *requisition* on the General Passenger Agent for *all* tickets.

28. Agents must keep themselves well provided with tickets, so that not less than one month's supply shall always be on hand. Stock should be frequently examined.

29. Tickets not in current use must be kept in good order in the drawers or other receptacles provided for their storage, and be under the personal supervision of the agent, to guard against their loss or improper use. The receptacles must be kept locked, if possible, and the keys placed where they will be accessible only to the person or persons authorized to handle them. They should be arranged in consecutive order, so that in renewing ticket case the lowest numbers may be placed on sale, in order to avoid tickets being sold out of order, and save trouble and loss of time required

to adjust irregularities after such sales have been made.

30. Agents should call attention to any tickets that have been in stock continuously for years without sales having been made therefrom. Also to any tickets made void by reason of having date printed therein limiting them to definite periods of time.

31. Ticket stubs may be sent to this office whenever it may be inconvenient to store them, or when they may be of no further service to agents.

INVOICES.

32. On the receipt of an invoice of Local or Foreign tickets, all the tickets must be carefully examined to see that the destinations, classes of tickets, forms, station and office numbers, commencing and closing numbers, and number received, agree in *every respect* with the reading of the invoices, and if any are found missing, mutilated, incorrectly or imperfectly printed as to reading or numbers, or in any manner rendered unfit for sale; or if the reading of the tickets does not correspond in all respects with the description given on the invoice, agent will withhold his signature, as instructed by note thereon, until he shall have corresponded with the General Passenger Agent (if on FOREIGN INVOICE), or Division Ticket Agent (if on LOCAL INVOICE), and had the irregularity corrected,

except agents on the Philadelphia & Erie Railroad Division, who will correspond with the General Passenger Agent instead of the Division Ticket Agent. Package stamps must also be carefully counted before invoices are signed. Send duplicate tickets if Foreign to the General Passenger Agent, and if Local to the Division Ticket Agent, with advices.

33. When the tickets and invoices agree in all respects, place the usual check (✓) between the commencing and closing numbers to indicate this fact.

34. Tickets and invoices agreeing, or having been made to agree, agents will enter the various classes or forms of tickets in proper G—Form 271 (*Record of Local or Foreign Tickets, as the case may be*), and sign and forward the invoices to the Auditor of Passenger Receipts in envelope G—Form 200.

35. Invoices must be *signed* by the agent *personally*, and not by a clerk or assistant unless specially authorized.

36. Should any irregularity be discovered in tickets *after* invoices have been signed and sent in, correspond with the Auditor of Passenger Receipts in relation thereto, and await instructions.

37. Tickets stamped Office 339, and forwarded by the General Passenger Agent or Division Ticket Agent for special sale, *but not accompanied by an invoice*, must *not* be entered on office records or

reports, but must be accounted for as instructed by letter accompanying the same.

TICKET STAMPS.

38. Agents will obtain Ticket or Dating Stamps, type and ribbons, by requisition on the Auditor of Passenger Receipts.

39. The "Jones" and "Jones & Kelsall" card ticket stamps or cutters, generally in use, are designed to accommodate themselves to stamping the light and heavy card-board tickets with equal distinctness, the adjustment being made by means of a screw at the top of the stamp, which when turned to the right increases the pressure, and to the left decreases it. The type should be so placed in the holder as to present an even surface to the tickets, and thus obtain the same degree of distinctness in all letters, figures and points. The joint at the top of these stamps and the rod in the rear must be occasionally oiled to insure the stamp working easily.

40. The stamps used in dating the soft paper tickets are of various kinds and styles. Some have the dates set on wheels, while in others separate type are used. In setting the dates in the wheel stamps, care must be taken to observe that the pins holding the wheel-dates have properly fallen into place. This will be known by the wheels becoming stationary (or set),

requiring force to move them. The die of the soft-paper ticket stamp, as well as the wheels, must be cleansed frequently.

41. When stamps need repairs, immediately advise the Auditor of Passenger Receipts, designating the particular stamp and stating the defects. Another will be sent, either for permanent or temporary use, as the case may require.

42. When card ticket stamps become disabled, date tickets with stamp used for dating paper tickets, until another can be obtained.

PUNCHES.

43. Agents furnished with "L," "●" or "½" punches must see that they are kept in good working order; if they become dull or otherwise unserviceable, promptly advise the Auditor of Passenger Receipts, when others will be furnished in exchange.

ISSUE OF TICKETS

44. The sale of all tickets should be made in consecutive order, always commencing with the lowest number on hand. (*See paragraphs 103 and 104.*)

45. Should a break occur, and local tickets be sold out of order, comply with instructions contained in paragraphs Nos. 106, 187 and 232, in reporting them. The last number of an invoice of tickets must be marked "inc.," for inclusive. While this applies specially to foreign tickets,

which are, as a rule, issued in broken numbers, it applies also to the last number of an exhausted stock of local tickets.

46. Tickets recalled should be promptly forwarded according to instructions, and credited, in *red ink*, in G—Form 271—Local or in G—Form 271—Foreign, as the case may be.

47. All tickets issued must be reported, whether there is any money value attached to them or not.

48. Unless specially authorized, tickets must not be issued on credit.

DATING TICKETS.

49. Before the beginning of each day's business, verify correctness of the *date* in ticket stamps by taking an impression thereof and seeing that it is correct as to *day, month* and *year*.

50. Frequent inspection of stamps should be made during the day to guard against errors in dating tickets. It is a matter of very great importance that the correct and legible date of sale be cut or stamped on all tickets issued, especially tickets the limits for use of which are covered by the dates stamped thereon; hence the utmost care must be exercised in issuing tickets in order to avoid trouble on trains and annoyance to passengers and conductors.

51. If tickets of any kind are issued with an erroneous date, and the error is discovered, the Auditor of Passenger Receipts should be advised

immediately, giving a full description as to forms, numbers, &c. If the error is in connection with tickets the use of which is affected by the date thereon, the advice should be given by telegraph, and the nearest Ticket Receiver also informed; so that conductors may be instructed.

LIMITING TICKETS.

52. Agents will strictly comply with instructions issued by the Passenger Department in limiting tickets with the "L" or "●" punch, or by writing the limit on Local or Foreign tickets. When tickets have been limited in error, they must *not* be issued, but must be marked "SPOILED," and treated as such. When issued with an erroneous limit, and the fact is discovered, prompt advice by telegraph must be sent to the Auditor of Passenger Receipts and to Ticket Receiver, as the limits of the tickets determine the passengers' privileges.

ALTERATIONS OF TICKETS OR ORDERS.

53. Alterations of tickets or orders will *not* be permitted, and under no circumstances must any erasure or alteration of the reading on the face of a ticket or order, or of the date on the back, be made after once being filled up. The reason for this lies in the fact that conductors have instructions to refuse to accept for passage any ticket that bears evidence of *alteration*, and agents must

endeavor to prevent trouble on trains between passengers and conductors.

54. When tickets or orders have been filled up erroneously, they must not be issued, but must be marked "SPOILED" with INK, and others issued instead.

SPOILED TICKETS OR ORDERS.

55. Agents must take *special care* of "spoiled" tickets and orders. They should be *so endorsed* or *canceled*, as, should they be lost in transit, or fall into improper hands, the result might be pecuniary loss to the agent. All SPOILED or mutilated tickets or orders must be retained until the end of the month and forwarded with monthly reports, and accounted for thereon in geographical order, on separate line and without value, noting the word "Spoiled" under Explanations.

56. SPOILED LOCAL tickets must be enclosed in envelope G—Form 634, marked "LOCAL," and the Foreign tickets and orders in the same form of envelope, marked "FOREIGN," and sent in with monthly ticket reports G—Form 254 and 259 (or 260), as the case may require.

OLD AND UNUSED TICKETS.

57. Patrons of the Company presenting tickets of old dates, or tickets partially used or with expired limits (*except such as agents are authorized by the Passenger Department to redeem*), should be re-

ferred to the General Passenger Agent. If patrons desire, agents may forward the tickets for them, with a full statement of the case.

TICKETS LOST BY PURCHASERS.

58. When tickets of any character have been stolen from or lost by patrons of the Company, the particulars should be obtained as accurately as possible as to the forms, destinations and numbers, together with the name of the station at which they were sold, and the date of purchase. This information should be embodied in a letter, with authority to lift ticket if presented by ANY person (*if a blank provided for this purpose is not at hand*), signed by the purchaser of the ticket and addressed to the Auditor of Passenger Receipts, and forwarded at once, that prompt action may be taken to outlaw. If deemed more than usually important, the information obtained may first be furnished by telegraph and followed by the request of the purchaser.

59. As the rule to lift, in such cases, will be made *absolute*, the patron should be instructed not to attempt to use the ticket if found, but to forward it to the Auditor of Passenger Receipts for adjustment.

SURRENDERED AND FOUND TICKETS.

60. All unused equivalents for passage, extra-fare or Pullman tickets or checks, that may at any time be surrendered by passengers for any cause,

or which may be found in or about stations (*or trains*), are not to be considered as private property (*that is, as the property of the finder or agent*), but must be sent to the Auditor of Passenger Receipts direct, at the close of each month, or turned in to the nearest Ticket Receiver for forwarding, accompanied by a specific statement of the facts.

FORWARDING RECALLED TICKETS OR VALUABLE PACKAGES.

61. Envelope G—Form 249 will be used only for forwarding recalled tickets or other valuable packages (**EXCEPT MONEY**). Properly seal, enter name of station and division, date forwarded and consecutive number of package. If too bulky to be enclosed in the envelope, make up a package, and use the envelope as a label, entering full details.

62. In book G—Form 247, make a complete record of packages forwarded, as required by the headings, and take receipt of Train Baggage Master.

63. Way-bill G—Form 246 must accompany the envelope G—Form 249 to destination, and all the information required by the headings of the blank must be given.

64. Number all packages consecutively, beginning with No. 1 for each year.

65. Care must be taken in keeping records and numbering packages, that they may be readily traced if lost in transit.

66. Remittances of money made by agents **MUST** NOT be sent by service mail as valuable packages, but must invariably be forwarded by Express, enclosed in the regular Express Money Envelope.

DAILY REPORTS.

67. Daily Ticket Report G—Form 251 will be required for each day (*Sunday excepted, unless Sunday falls on the last day of the month*), whether there are sales to report or not. It must be forwarded in envelope G—Form 201 not later than the day succeeding the date thereof, and as early on that date as possible. See paragraph 93.

68. G—Form 251—Special, "Daily Report of Tickets Sold," combining both "Local" and "Foreign" sales, will be required daily from such offices as make this report. It must be forwarded in envelope G—Form 238. G—Form 276, "Daily Report of Commutation Ticket Sales," will be required only for days on which sales are made, and must be forwarded in envelope G—Form 213.

MONTHLY REPORTS.

69. Monthly Ticket Reports must be forwarded promptly after the close of the month in envelope G—Form 202, so as to reach this office **NOT LATER THAN THE SECOND DAY** of the subsequent month.

70. All monthly reports must bear the *personal signature of the agent*. Clerks or assistants are

not permitted to sign these reports for the agent unless specially authorized, and then it must be done in the name of the agent, per (the substitute).

71. All the different columns of the reports representing tickets and money must be added and properly balanced. The money amounts of the several classes must be carried to the summaries of the reports into the spaces provided therefor.

72. All the blank spaces on monthly reports provided for information must be properly filled in by agents, except the subdivisions below the agent's certificate on back of reports, which space is for the use of the Auditor.

73. Care must be taken to see that all reports are properly balanced and made to agree with the records before they are allowed to leave the office.

BOOK G—FORM 271, "RECORD OF LOCAL TICKETS."

74. In this book agents will fill in all the blank spaces in the headings as required. Enter from invoices a record of all *local* tickets, in station order named on book G—Form 251, "Record of Local Ticket Sales." Blank Book, Special and Local Commutation tickets must be recorded in the closing pages of this book. Additional and new stocks received must be entered in columns under "Tickets Received by Agent."

75. When the columns under "Tickets Received by Agent" have been filled out to "Balance on Hand ——" (*at the extreme right of each page*), this column will be used for making balance to be carried to a subsequent page. This rule will also apply in transferring all balances from an old to a new record book.

76. Local tickets forwarded to this office, as instructed by letters of recall, must be accompanied by G—Form 273—Local, which will be furnished with each letter of recall. The commencing and closing numbers *inclusive*, with date returned, must be entered in the book, in RED INK, opposite the destination, and on the same line in "DATE" and "CLOS. No." column.

77. AGENTS MUST NOT FORWARD TO THIS OFFICE LOCAL TICKETS THAT HAVE BEEN REGULARLY INVOICED TO THEM, UNLESS SPOILED OR RECALLED.

BOOK G—FORM 271, "RECORD OF FOREIGN TICKETS."

78. In this book agents will fill in all the blank spaces in the headings as required. Enter from invoices a record of all FOREIGN tickets in *form and class order named below*, when not provided with books having printed destinations:—

Main Line Chart (Forms reading via Pittsburgh).

2500	"	("	"	via Erie).
3000	"	("	"	miscellaneous).
5000	"	("	"	South, via Delmar or Baltimore).

8000 Chart, (Forms reading South, via Washington).
 D Form " (" " to Foreign Lines).
 X, DX and BX Forms (" " from terminals).
 Excursion Chart (" " to Summer and Winter
 Resorts).

Following the above *chart order*, each class of tickets must be entered separately in the following order:—

Combination Contract Tickets.
 Limited First Class L Forms (Continuous Train).
 Clerical, Printed Destination (One Way).
 Clerical, ——— Destination (One Way).
 First Class Card and One-Way Blank Book Tickets.
 Second Class (L—Z and Card) Tickets.
 Second Class Extension Tickets (X—Z and DX—Z Forms).
 Second Class Extension Tickets (A 1 Z, &c., Forms).
 Extra Fare Tickets (L—P).
 Parlor Car Checks.
 One-Thousand-Mile Tickets.
 Foreign Commutation Tickets.
 Excursion (Summer and Winter) with Form No.
 Excursion (Clerical) with Form No.
 Excursion (Paper) having no Form No.
 Round Trip.
 Special Excursion.
 Excursion (all others not enumerated above).
 Emigrant Tickets.
 Emigrant Extension Tickets (X—E and DX—E Forms).
 Emigrant Extension Tickets (A 1 E, &c., Forms).
 Order Books and Feeders.
 Party Tickets.
 Transfer Tickets.

Additional stocks received must be entered in column under "Tickets Received by Agent."

79. Foreign tickets received for which provision has not been made, must be entered after the tickets of same chart or form order.

80. The right-hand pages of this book are for crediting tickets accounted for on monthly ticket reports and also tickets recalled. Enter the commencing and closing numbers of all tickets reported during the month on G—Form 259 or G—Form 260, "Monthly Report of Foreign Ticket Sales," so that the closing number of one month will be the commencing number of a subsequent month, unless it should be the last ticket received with an invoice, which number must be marked "Inc.," for inclusive.

81. Spoiled tickets returned with monthly reports must be credited the same as if sold. Tickets altered to halves must be credited the same as if issued as whole tickets, the object being to keep an account of the specific numbers of the tickets received and issued, without regard to value.

82. Foreign tickets forwarded to this office, as instructed by letters of recall, must be accompanied by G—Form 273—Foreign, which will be furnished with each letter of recall. The commencing and closing numbers inclusive, with date returned, must be entered in the book, in RED INK, opposite the form and destination, and on the same line in month returned.

83. AGENTS MUST NOT FORWARD TO THIS OFFICE FOREIGN TICKETS THAT HAVE BEEN REGULARLY INVOICED, UNLESS SPOILED OR RECALLED.

84. On December 31st of each year, strike a

balance between the two sides of the account, and place the result in last column on right-hand side, headed "Balance on Hand December 31st," entering the closing numbers inclusive. Transfer this "balance" to new record book (*which will be furnished prior to the close of the year*), to column headed "Balance on Hand January 1st," on left-hand side. *Tickets on hand* at that date (January 1st) must then be *checked* against the new record book and its correctness verified.

SHEET G—FORM 251, "DAILY REPORT OF LOCAL TICKET SALES."

85. Local card and excursion tickets with *printed* destinations must be reported *to trains* for which sold. (*This will not apply when tour sheets are in use, or to agents who are otherwise specially instructed.*) Always take the *closing numbers* for the *trains* and for the *day* from the tickets in the case.

86. The closing numbers of *all* tickets, *printed* and *blank book*, must be given in *columns* provided, or in *summary*, on each daily report, even if there be no sales. The *total* number of tickets sold from each book or stock to *blank*, and *milk* tickets, &c., need not be given in summary.

87. Milk tickets, and card or paper tickets with *written* destinations, must not be reported to trains.

88. The commencing numbers deducted from the closing numbers for the day, will show the

total number sold for the day, which will also include any tickets that may have been spoiled, the value of which must not be included in the report.

89. The number of train and connections for which tickets are sold must be given as required by headings on daily reports G—Form 251.

90. Agents must note time of changing *card* and *paper* ticket stamps on daily report G—Form 251, in space provided.

91. Names of the stations not given on this report, to which agents have local card or excursion tickets with printed destinations, must be *written* on the blank lines provided for such purpose, or over unused printed names.

92. Local extra baggage collections (*including storage and package stamp collections*), also marketing on Philadelphia, Wilmington & Baltimore Railroad, must be reported in summary of sheet G—Form 251 in space provided.

93. Sales for trains on Sunday must be reported on sheet G—Form 251, to be used for reporting sales on Monday (*marking them "Sunday sales," and also inserting both dates in heading*), excepting when Sunday falls on the *last* day of the month, when a *separate report* must be made for sales on *such day*, as the reporting of the sales to trains on such Sunday on G—Form 251 for following Monday, would cause the tickets sold in different months to be reported on the same report. Agents having an excess of Sunday trains must make a separate report for Sunday sales.

94. All ordered corrections for errors on these reports must be promptly made on a subsequent daily, if the notice is received *within the month in which the error occurred*; otherwise it must be omitted. Additions or deductions on account of *monthly* reports must NOT be made on daily reports.

95. Agents who are AUTHORIZED to redeem local excursion tickets or coupons of same, will deduct from Summary of Local Ticket Sales, on sheet G—Form 251, the value of such redeemed tickets or coupons, and enter net amount in column 2, book G—Form 267, which total should agree with local sales in book G—Form 251. Retain the coupons redeemed to forward after the close of the month with Monthly Ticket Report G—Form 254.

96. The DATE in the stamp used for dating card tickets, the validity of which is not affected by the date stamped thereon, must be *changed* at the time the daily report is closed, so that the date on such tickets will correspond with the date of report on which they are accounted for; but the date in the stamp used for dating tickets issued from stock to blank, or any ticket the time limit for use of which is affected by the date stamped thereon, whether local or foreign, must not be changed until after the *last train* for the day for which such tickets are authorized to be sold has left the station. The latter-named tickets, which may be issued after the adopted time for

closing report G—Form 251 for the day, will be reported on the blank for the following day, and included with sales for such day, as though they bore the date of such report, excepting on the *last* day of the month, when the daily report of sales should be *held open* until the *last train* for the day for which such tickets are sold has left the station; and all soft-paper tickets sold on such day should be included in and accounted for on the report for such *last* day of the month.

97. Tickets must NOT BE RE-DATED. When a local card ticket which has been dated for some reason, or returned by purchaser and exchanged for another for use on same train as that on which the returned ticket was sold for, is sold on *day other than its date*, the words "See report G—Form 251," with date, must be marked on the back of ticket; and on said report, where such ticket is accounted for, an explanation of the date thereon must be given.

98. When a ticket from a blank stock is filled up improperly, or otherwise spoiled for use; or when an excursion or other ticket, good only within a certain time, is dated and not sold, or returned by purchaser and exchanged for another kind of ticket, or for one of the same kind to a different point for use on the same train for which ticket returned was purchased, instead of making changes in such tickets to fit them for subsequent use (*except that such tickets may be issued to passengers calling for tickets to like points,*

on date of sale), explanatory note must be made of the occurrence on report G—Form 251 for the day. Such tickets must be marked spoiled and forwarded with G—Form 254, "Monthly Report of Local Ticket Sales." (*See paragraphs 53 and 54.*)

99. When there are special sales of any kind of consecutively numbered tickets with *printed* destinations, not provided for on this report, such as special excursion tickets, the destinations must be written on unused lines on G—Form 251, and the commencing and closing numbers, number sold, and amount received entered as provided for.

100. Agents should carefully read instructions printed on margin of daily reports, G—Form 251.

BOOK G—FORM 251, "RECORD OF LOCAL TICKET SALES."

101. Under their respective headings, at the beginning of each month, enter the commencing numbers of all local whole and half tickets of every description, which should be the closing numbers of the previous month. *When sales are made* from printed stocks, enter (*opposite destinations and under the proper date*) the closing numbers for that day, and so continue until the close of the month. The closing numbers of ALL stocks must be entered at the end of the month, whether sales have been made or not. Subtract the commencing numbers for the month from the

closing numbers, and the result will be the total number sold to each destination. Enter rates and extend money values in "Amount" column.

102. Agents supplied with printed tickets reading to the same point by *different* routes, will enter the one reading by the most direct route opposite the *printed* destination, and the others on some blank lines on which the destinations must be WRITTEN IN (giving the routes).

103. Tickets to blank, for use to points to which printed stocks have not been furnished, must be issued in consecutive order, and the *stubs* as well as the tickets plainly filled in with INK, and DATED. Abbreviations (*except those shown in tariffs*) and also use of telegraph calls and station numbers are not permitted on stubs or tickets.

104. When a ticket is issued from a blank stock to a point that may be reached by more than one route, the ROUTE must be specified on the ticket, and entry made in recording the sale in book and on monthly ticket report.

105. When a number of tickets are sold from a blank stock in any one day to the same destination, and there is not sufficient space to record all the numbers in the column headed "Nos. Sold," enter the *quantity* sold, and note the specific numbers on an unoccupied space, so as to have the necessary information to correctly make up G—Form 254, "Monthly Report of Local Ticket Sales," at end of the month.

106. Tickets of any kind sold out of order must be accounted for by *actual numbers* on the day of sale (*or as soon as the mistake is discovered*), and note made "Sold out of order (*giving date*)," and a memorandum of the fact placed in the package or book. Sale must be resumed at the *lowest* number on hand, and a *letter of advice* sent to this office. When the numbers sold out of order are *reached in sale*, their value must be *omitted* from book G—Form 251 (*and also from daily and monthly ticket reports*), and note made, "Sold out of order and accounted for (*giving month and year*)."
If tickets sold out of order are passed in sale in the month in which they were issued, notation will be required only on Daily reports.

107. At the foot of the forms assigned for recording Blank Book ticket sales, enter the commencing and closing numbers and number sold. The footing of column "Total No. Tkts. Sold," together with those to Foreign points and Spoiled, must agree with the total number issued.

108. Tickets rendered unfit for sale must be plainly marked "SPOILED" with *ink* (*so as to make them invalid for passage if stolen or lost in transit*), and properly recorded without value. These, with orders and authorities, must be enclosed in envelope G—Form 634, marked "LOCAL," and forwarded after the close of the month with Monthly Local Ticket Report. **SPECIAL CARE MUST BE TAKEN OF SPOILED TICKETS.**

109. All tickets issued to delegates on certificates at regular or special rates must be faced "DELEGATE," and the specific numbers recorded.

110. When Commutation ticket sales are made, ALL the information required by the headings of the various columns must be given.

111. Local Commutation "Stock" and "Special Requisition" tickets must be entered separately under their respective headings. A separate entry for each ticket sold must be made; and when more than one ticket is sold to the same destination, the rate must be repeated, and the amount of each day's sales carried to column "Total Amount for Each Day." When the space provided in this book for Commutation ticket sales is insufficient, agents will obtain a book G—Form 274, "Record of Commutation Ticket Sales," and record sales therein, transferring their value opposite this class of tickets in the summary of book and sheet G—Form 251.

112. When a Commutation ticket has been refused or not called for, it must be considered *spoiled*, and should be *so marked*. Such tickets must be recorded, entering all the information required by the headings, *except the value*, and note must be made why it was refused. A corresponding entry must be made on G—Form 254, "Monthly Report of Local Ticket Sales," and the ticket forwarded with such report in envelope G—Form 634.

113. Under head of "Miscellaneous Ticket Sales," agents will report sales of all tickets which are not provided for in other portions of the book. In recording sales of MILK or CREAM tickets (*except where single tickets are authorized to be sold*), enter the number of tickets and *packages* sold and the *rate per package*, with proper money extension. Special Yellow tickets to local points will be accounted for in consecutive order, recording the destination, entering the specific number of each ticket issued in column "Com. No.," and giving the rate per person and the value of the ticket.

114. When two or more Special Yellow or Clerical tickets are issued on order to cover passage to a foreign point, they must be accounted for as foreign, at rate authorized, specifying each number and the points between which each was issued.

115. When a ticket has been sold from a local blank stock to a foreign point, the *number only* must be noted in book G—Form 251, in space provided; but proper record of sale must be made in book G—Form 272, "Record of Foreign Ticket Sales," for the day, and its value, with that of other foreign tickets sold, must be transferred to its proper place in summary of sheet and book G—Form 251, opposite "Foreign Sales for the Day."

116. A Ticket Agent at a station on the Philadelphia, Wilmington & Baltimore Railroad who receives marketing collections from the Baggage

Agent and also from Baggage Masters running thereto, must keep a record of *parties*, from whom they are received, in blank space headed "Local Miscellaneous Sales," in book G—Form 251, showing separately the amount received from the Baggage Agent and *each* Baggage Master. This information must also be given on G—Form 264 in detail, but the total *only* transferred to G—Form 254, "Monthly Report of Local Ticket Sales."

117. In "Summary of all Passenger Receipts" a correct entry must be made, DAILY, opposite each source from which money has been received, the total of which should be a complete exhibit of receipts for the day. The total business for the month will then equal the amount as entered in summary of G—Form 254, "Monthly Report of Local Ticket Sales," and also the total of column headed "Local Sales" on G—Form 267, "Monthly Cash Exhibit of Passenger Business."

118. In the space provided in summary for noting the date of the daily report on which an error occurs, for which correction by addition or subtraction on a subsequent daily report (according to notice) is to be made, such erroneous report must be designated by giving the *date thereof* after the word "for," and entering on the line below the amount, which will be *added to* or *deducted from* the footing of the "local sales for the day," as the case requires, to obtain the "amount of local sales for the day."

119. Agents who are AUTHORIZED to redeem

local excursion tickets or coupons of same, will deduct the value of such redeemed tickets or coupons from the total of printed local excursion ticket sales for the day on which the redemption is made.

120. Books G—Form 251, "Daily Record of Local Ticket Sales," embracing also the Foreign Ticket Sales in the Summary, and G—Form 267, "Monthly Cash Exhibit of Passenger Business," must be balanced at the end of the month and made to agree, and each must then be signed PERSONALLY by the agent, and not by a clerk or assistant, unless specially authorized.

MILEAGE AND COMMUTATION TICKET SALES.

121. In the issue of mileage tickets and Local and Foreign commutation tickets, agents will comply *strictly* with instructions issued by the Passenger Department as to filling in *name* of purchaser, *address*, *stations*, *month*, *year*, &c.

122. After a ticket has been filled up and stamped, and before it is passed to the purchaser for signature, it must be properly recorded, if local, in book G—Form 251 (*or in G—Form 274 when the latter is provided*); if foreign, in book G—Form 272. This is necessary in order to properly make up G—Form 276, and that the correct information may be obtained to outlaw tickets lost or stolen.

123. On *each* day that mileage or commutation tickets, Local or Foreign, are sold from *stocks provided (excepting those furnished on special requisition by Passenger Department)*, agents will make up report G—Form 276 from office records, and forward promptly to Auditor of Passenger Receipts in envelope G—Form 213. Reports are not required for days on which sales are not made.

124. In reporting Mileage, Local and Foreign Commutation ticket sales, all of one class or kind of business must be entered separate and distinct from the others, and a separate total made for each class on G—Forms 276, 254 and 259.

125. When from any cause a mileage or commutation ticket has been *spoiled* or *exchanged*, notation to cover must be made on G—Forms 276 and 254, or on 259, as the case may be, and the tickets forwarded with monthly reports. In cases of tickets exchanged, advise the Auditor of Passenger Receipts by letter, giving *full* information as to cause of exchange, &c.

126. When sales of Local and Foreign Commutation tickets, monthly and quarterly, are made on last five days of the month for succeeding month, such sales must be regularly reported on G—Form 276 on day of sale, and the *total value* thereof incorporated into the daily ticket report G—Form 251 for the *first day* of the succeeding month.

127. The total Local Commutation ticket sales for the day, as recorded in book G—Form 251 or

274, must be entered in the summary of sheet G—Form 251, opposite Commutation Ticket Sales. The total Mileage or Foreign Commutation ticket sales for the day must be included with other Foreign sales as recorded in book G—Form 272, and the total sales for the day entered in summary of sheet G—Form 251, opposite Foreign Ticket Sales.

PACKAGE STAMPS.

128. Ticket Agents (*who are not Baggage Agents*) supplied with Package Stamps, will keep a record of stamps received and sold in book G—Form 414.

129. At the beginning of each month, enter in columns 2, 5, 8 and 11 the number of the respective denominations of Package Stamps on hand, as shown the previous month at foot of page of book G—Form 414.

130. When new supplies of Package Stamps are received, enter from the invoice the total number in columns named, opposite the date of their receipt and under the proper denomination.

131. When sales are made, enter the number sold each day, together with their value, in the columns provided, and carry the total value of the several denominations issued into column 14, which amount must be entered in summary of book and sheet G—Form 251, as provided for, or on one of the blank lines, writing in the words "Package Stamps."

132. If the number of the stamps received, together with the number sold, have been properly recorded, the totals of the columns will agree with the entries of the respective denominations on monthly report G—Form 264.

133. Before closing the monthly report, the stamps on hand should be carefully *counted*, so that any irregularities may be adjusted before the report leaves your station.

134. All agents issuing Package Stamps will report sales for the month as provided for on G—Form 264, "Local Extra Baggage Report," unless otherwise instructed.

135. Should any of the Package Stamps become unfit for use, mark them **SPOILED**, and return them with your monthly report, carefully enclosed in an envelope. To get credit for them enter the number spoiled in space provided therefor, and deduct them, together with the number sold, from the total of the "Received" column, which will leave the number to be carried forward to the next month, as per *count*.

136. Package Stamps furnished to agents who are not Baggage Agents will be reported on first portion of report G—Form 264, which must be detached and pasted on "MISCELLANEOUS" page of report G—Form 254. Do not include the value of Package Stamps in total of miscellaneous sales, but enter their value in summary in the space provided therefor.

MARKET SHIPMENTS ON SCHUYLKILL AND WEST PENNSYLVANIA DIVS.

137. In book G—Form 255—B, enter a record of all freight, marketing, &c., to be forwarded by passenger trains. From this record make manifest G—Form 255—A, giving station from, date, shipper, consignee, articles, weight, rate and amount, which must be delivered to Baggage Master or Market Agent on train, together with market tickets covering the amount of charges.

PARLOR CAR TICKETS.

138. Ticket Agents who sell seat tickets for the Parlor Cars of the Pennsylvania, West Jersey and Camden & Atlantic Railroads, and hold the diagrams, G—Form 298—P. C. (*which diagram must accompany car to destination*), will fill in thereon, for each trip of car for which seat tickets are on sale, the information as to train, date, &c., called for by the headings thereof, whether sales of tickets for such trip of car are made or not.

139. The sale of tickets for seats in Pennsylvania Railroad Parlor Cars must be recorded on the card, G—Form 298—P. C., for the cars in which the seats reserved are located, as follows: On the diagram of the interior of the car, the Ticket Agent will encircle the number of the seat for which ticket is sold, and, on the reverse side, he will state, opposite the number of such seat, the points between which same is reserved, and the number of the seat ticket issued therefor.

140. When a seat is reserved for the use of a person entitled to occupy seat in Pennsylvania Railroad Parlor Car free of charge, the seat number must be encircled as above, and the name of the passenger and the number of the seat to be occupied must be stated in the provided spaces on the margin of diagram. On the reverse side of diagram will be stated, opposite the seat number, the points between which the seat is reserved for use, and the word "Free" written in the column headed "Ticket No. or other equivalent held."

141. Ticket Agents will treat Pennsylvania Railroad Parlor Car tickets as foreign, and account for them accordingly on their daily and monthly reports.

142. Agents selling seat tickets for the West Jersey and Camden & Atlantic Railroads' Parlor Cars will report the sales thereof on daily report G—Form 251, and on monthly report G—Form 254, as local. The checks sold for seats in these Parlor Cars reading between Philadelphia and Atlantic City must be of the issue of the road over which the cars will be moved regardless of the ownership of the cars.

143. The sale of tickets for seats in West Jersey and Camden & Atlantic Railroads' Parlor Cars must be reported by the Ticket Agent on the card G—Form 298—P. C. by encircling, on the side showing the interior arrangement of the car, the number of the seat reserved, and writing above such number the consecutive number of the check

issued. When a seat is reserved for the use of a person entitled to free-seat privilege, the seat number must be encircled as above and the name of the person written over such number.

144. Agents will use ink in filling in all required data on the cards G—Form 298—P. C.

BOOK G—FORM 272, "DAILY RECORD OF FOREIGN TICKET SALES."

145. In this book a daily entry must be made of sales of ALL FOREIGN TICKETS and also of all Foreign Extra Baggage Collections. The total of the day's sales must be extended in column provided, and the amount transferred to book and sheet G—Form 251, under "Summary of all Passenger Receipts" on line provided, and also entered in column 3, book G—Form 267, "Monthly Cash Exhibit of Passenger Business," where the latter is in use.

146. Agents who are authorized to redeem Foreign Excursion tickets in whole or in part, will deduct the value of such redeemed tickets or coupons for the day from the total foreign sales for the day, and enter the net amount in summary of book and sheet G—Form 251, and also in column 3, book G—Form 267.

147. All ordered corrections for errors in Foreign ticket sales, or those discovered by agent, must be promptly made by adding to, or deducting from, the day's sales as recorded in book

G—Form 272, which total must be transferred to summary of book and sheet G—Form 251, and also entered in column 3, book G—Form 267.

DUPLEX MEMORANDA.

148. Ticket Agents are instructed to redeem, at TEN cents each, whether issued to whole or half-fare passengers, the excess portions of duplex memoranda issued by the following lines, viz.:

Pennsylvania Railroad Co., Penna. Railroad Division.
 “ “ “ United R. Rds. of N. J. Div.
 “ “ “ Philada. & Erie R. R. Div.
 Philadelphia, Wilmington & Baltimore Railroad Co.
 West Jersey Railroad Co.
 Camden & Atlantic Railroad Co.
 Northern Central Railway Co.
 New York & Long Branch Railroad Co.
 Pennsylvania & North Western Railroad Co.
 Cumberland Valley Railroad Co.
 Huntingdon & Broad Top Mountain R. R. and Coal Co.
 New York, Philadelphia & Norfolk Railroad Co.
 Western Maryland Railroad Co.
 Atlantic Coast Steamboat Co.
 Philadelphia & Reading R. R. Co., Lehigh Valley Division.

149. *Plainly stamp on back the name of station and the date on which redeemed, and send them to this office with monthly reports G—Form 267, as vouchers for the deductions made thereon.*

150. At offices where a large number of these duplex memoranda are redeemed, it is desirable, in order to facilitate the work of the agent and

the audit of accounts in this office, that those redeemed EACH DAY be kept *separate*, by placing a paper or gum band around them and marking the *date* and *number* on the package.

151. Care should be exercised in enclosing duplex memoranda in envelope G—Form 645. The NUMBER of duplex enclosed, the DATE forwarded, NAME OF STATION, and DIVISION or ROAD, should be endorsed in spaces provided and envelope properly sealed. If the package be small, enclose it with monthly ticket reports in envelope G—Form 202; if too bulky, forward separately. In case envelope G—Form 645 be too small, the duplex should be placed in a package and carefully sealed. Paste or tie thereon an envelope G—Form 645, with the blanks filled up; or properly endorse the package as indicated on the envelope, and forward to the Auditor of Passenger Receipts. Special care must be taken that the NUMBER of duplex enclosed agrees with the entries on G—Form 267.

152. Agents will refuse to redeem any duplex memoranda bearing the impression of another Ticket Agent's stamp, showing that they had been once redeemed, or any that bear a facing or endorsement by Conductor to the effect that excess had not been collected.

G—FORM 267, "MONTHLY CASH EXHIBIT OF PASSENGER BUSINESS."

Local Sales.

153. Under "AMOUNT OF LOCAL SALES" must be entered each day, for the entire month, the local ticket sales as represented by sheet and book G—Form 251.

154. When there are also receipts from one or more of the following sources: Local Extra Baggage, Storage, Package Stamps, and Marketing, or if there is *any debit or credit on account of the current month*, such entries MUST BE ITEMIZED IN COLUMN 1; and, if all occur on the same day, the combined amount must be entered in column 2, over the amount of the local ticket sales of the day on which received. (*"Marketing" here does not apply to agents on West Pennsylvania or Schuylkill Divisions who sell Market tickets.*) The total of this column (No. 2) should then agree with the "Total Local Sales for the Month" as represented by G—Form 254, "Monthly Report of Local Ticket Sales," sent to this office.

Foreign Sales.

155. Under "AMOUNT OF FOREIGN SALES" enter the amount of money derived from the sales of FOREIGN tickets, and also amount of Foreign Extra Baggage Collections interlined above, as represented by G—Form 272, "Daily Record of Foreign Ticket Sales." The total of this column (No. 3) at end of month must agree with the total

sales reported on G—Form 259, “Monthly Report of Foreign Ticket Sales.”

Balance from Previous Month.

156. In column headed “Miscellaneous,” opposite “Balance from Previous Month,” enter any *debit* or *credit* authorized by letter from this office to be carried forward from the previous month. Such amounts must be *added to* or *deducted from* the sum of the *first day's* local and foreign ticket sales, to make the “Total Amount Chargeable to Agent” for that day.

Monthly Audit Corrections.

157. All cash corrections on MONTHLY ticket reports (*as noted in monthly audit letters*) will be entered only in “Miscellaneous” column immediately on receipt of monthly audit letter, and as instructed therein; and will be added to or deducted from the “Total Sales” for the day in column 4, in order to arrive at the “Total Amount Chargeable to Agent.”

158. Should a credit authorized to be taken be greater in amount than the sales of the day on which the entry is made, combine the sales of two or more days, and make no entry in column “Total Amount Chargeable” until the credit is overcome; then enter the difference and proceed in the usual way.

This rule will apply also if value of duplex memoranda redeemed exceeds any one day's sales.

159. Balances from previous month, and *debit*

or *credit* corrections in monthly reports, must NOT be entered in summary of book G—Form 251 or blank G—Form 254.

Crediting Duplex Memoranda.

160. Agents who redeem "Duplex Memoranda" will DATE them the day they are *presented* (see paragraph No. 149), and enter their value in "Credit" side of "Miscellaneous" column, deducting the amount from the "Total Sales" for that day, to make, "Total Amount Chargeable to Agent." The value of such memoranda must not be combined with any other credit entry authorized to be made on the same day, but must be interlined above. In summary on right face of book G—Form 267, deduct the value of all duplex memoranda redeemed during the month from the "Total Sales of the Month," as provided for.

Cash on Hand.

161. When the amount of daily sales at an agency is small, and the money on this account is not remitted daily, the "Cash on Hand not Remitted" must be the sum of all the daily sales until a remittance is made.

Care of Money.

162. The care of moneys accruing from the business of the office is of the utmost importance. Agents must, therefore, give it personal supervision. At no time must more money be retained over night than the amount allowed by Treasurer, unless by special authority from him. The in-

structions on this subject *must* be *strictly* complied with.

163. The money on hand at the close of the day should be balanced with the records, and must not be allowed to remain in the drawer over night, but must be locked up in the safe or other place of security. An excessive amount of money should not even be allowed to remain in the drawer during the day, but should be removed to the safe or other secure place for protection. To aid in this, cash drawers should be so located as to prevent access thereto by the public.

164. Agents will be held responsible for counterfeit money, and for mutilated or defaced coins or notes received by them in the course of business.

165. AGENTS ARE FORBIDDEN TO USE THE COMPANY'S MONEY FOR THEIR OWN PERSONAL USE.

166. Agents being responsible for their cash receipts, and also for cash-books and other property pertaining to the business intrusted to them, no one but the agent or authorized assistants should be allowed access thereto.

167. The *funds of this Company* must be kept separate from those belonging to the Express Company, Post-office Department, &c., which agent may also represent.

Remittances.

168. REMITTANCES TO TREASURER must be made promptly and in accordance with instruc-

tions issued by him in his "Notice to Agents," Numbers 1 and 2, and the "Cash on Hand not Remitted" must never exceed the prescribed amount. The date of entry on G—Form 267 must be that on which the money is actually receipted for and forwarded.

169. Remittances must be reported to the Treasurer and to the Auditor of Passenger Receipts on the blanks provided therefor (G—Forms 268 and 269), and these must not be used to report moneys on any other account.

170. Remittances should be made as late in the day as practicable, so as to include as much as possible of the current day's receipts, and thereby reduce the liability for any amount which might be stolen.

171. Should an agent, from any cause, over-remit his ticket sales, the balance due agent each day must be entered in column "Cash on Hand not Remitted," and marked "Cr."

172. Provision has been made on G—Form 267 for entering the "Date of Closing Remittance." This must always be made the FIRST day of the succeeding month, unless the first should fall on a Sunday, in which event the final remittance for the previous month must be made on the second.

173. Agents who remit on Passenger, Express and Freight accounts, should exercise great care in making remittances, especially at the close of one month and beginning of the month following, to see that credit is claimed for the right month and proper account. The adjustment

of mistakes arising from negligence in this particular occasions considerable correspondence. To avoid errors, the "Memorandum of Remittance," G—Form 268, and the "Report to Treasurer," G—Form 269, must be carefully compared with book G—Form 267, "Monthly Cash Exhibit of Passenger Business." The date and amount of G—Forms 268 and 269 must agree with each other and with the entries on G—Form 267, and the date must be that on which the money is actually forwarded and receipted for by the Express Messenger, Bank Official or other party authorized to receipt for same.

174. Moneys remitted must be receipted for as required, and the "Receipt Book," G—Form 42, must be kept in proper place for ready reference and for use of Special and Route Agents.

175. Agents of this Company, who are also agents of the Adams Express Company, will take receipts for this Company's money forwarded by express in "Receipt Book" G—Form 42, and only from Express Messengers on trains.

176. Where moneys are deposited in person in bank, or delivered to a Baggage Master on train to be by him in turn delivered to another Baggage Master to be forwarded by express, agents will take receipts for remittances in "Receipt Book" G—Form 290.

Money Received from Baggage Agents.

177. Ticket Agents who are authorized to receive moneys from Baggage Agents, will give

separate receipts for Local and Foreign Baggage Collections and also for Transfer tickets sold. Enter the amount in proper column on G—Form 267, on the last day of the month (*unless more frequent payments are made*), and remit accordingly.

Adjustment of Differences between G—Form 267 and Monthly Reports.

178. The totals of columns 2 and 3, "Local" and "Foreign" sales, entered on face and in summary of G—Form 267, must ALWAYS AGREE in amounts with the respective ticket reports G—Form 254 and G—Form 259, as rendered by the agent. Should a difference exist between column 2 on G—Form 267 and the Local Ticket Report, the ticket report must be immediately revised, and if the difference is not discovered therein, the difference must be adjusted by adding to or deducting from the sales of the last day of the month. For example: Suppose the amount of monthly local ticket report G—Form 254 is \$500.00, while the footing of column 2, "Amount of Local Sales," on G—Form 267, is \$510.00, including \$15.00, the amount of the local sales for the last day of the month. To adjust, strike out the \$15.00, and make entry over the *date* in "DATE" column, thus:—

Sales.....	\$15.00
Cr. errors to bal...	10.00

leaving \$5.00 to enter in column 2, "Amount of Local Sales," instead of \$15.00, as originally

entered. With this correction the column will add \$500.00, the amount of local ticket report as rendered.

Should the difference be a debit, the amount of local sales, column 2, footing only \$490.00, make entry over the *date*, in "DATE" column, thus:—

Sales.....	\$15.00
Dr. errors to bal...	10.00
	<hr/>

making \$25.00 to enter as local sales for the last day of the month, instead of \$15.00. With this correction the column will add \$500.00.

179. A difference between the amount of column 3 on G—Form 267 and the amount of Foreign Ticket Report G—Form 259, must be adjusted in same manner, by adding to or deducting from the amount of foreign sales for the last day on which sales were made, thereby adopting a uniform mode of adjusting errors on face of G—Form 267.

Adjustment of Unauthorized Balances.

180. Agents will be careful to avoid the creation of a balance on G—Form 267 at the close of the month, by remitting to cover the "Total Amount Chargeable to Agent." This involves a strict compliance with all instructions given. Should an unauthorized balance appear at the close of the month, for any reason, agents will await instructions from this office in relation thereto.

Care in Keeping G—Form 267.

181. The book series, G—Form 267, is the book of original entry, and must at all times be kept entered up with *ink*, and all the blanks, such as month, year, station, &c., filled in. Errors involving erasures and alterations should be avoided.

Sheet G—Form 267.

182. From the book series, agents will make copy on blank G—Form 267, and forward same to this office promptly after the close of month in envelope G—Form 202, with other monthly reports, not later than the *second* day of the succeeding month, and only then when the first day of the month falls on Sunday.

183. Agents must always keep blanks G—Form 267—A on hand, AND NEVER CUT SHEETS OUT OF BOOK SERIES for any purpose.

**G—FORM 254, "MONTHLY REPORT OF
LOCAL TICKET SALES."**

Printed Tickets.

184. PRINTED TICKETS (whole and half) will be reported as specified in the headings. Half-ticket sales must be included with money extended for whole tickets.

Blank Book Tickets.

185. Tickets issued from ALL local blank books must be reported under their respective headings,

opposite destination to which issued, recording the numbers of the tickets under "Explanations;" when such column is not sufficient, enter the numbers in an unoccupied space.

Commencing and Closing Numbers of Local Blank Book Tickets.

186. The commencing and closing numbers and number sold of tickets to blank, must be entered in space provided therefor after each class of business. Enter also, on lines provided, the numbers of blank book tickets SPOILED and those sold to FOREIGN points.

Tickets Sold Out of Order.

187. TICKETS SOLD OUT OF ORDER must be reported in the month in which issued, giving the commencing and closing numbers *inclusive*, including their value with those sold regularly, and noting under "Explanations," "Sold out of order." When such numbers are passed in sale, their value must be *omitted* from daily and monthly ticket reports, with note, "Sold out of order and accounted for (*giving month, day and year*)."

Calculating the Number of Tickets.

188. In extending the number of whole and half tickets sold into the column "Total Number Sold," count *two half* tickets as *one whole* ticket. The total number of tickets must be footed in the proper places. The *numbers* of all *spoiled* tickets must be given in proper columns, but they must not be included in column "No. Sold."

Commutation Tickets.

189. Sales of commutation tickets (*Stock and Special Requisition*) must be reported separately under their respective headings, giving all the information required.

Tickets at Special Rates.

190. When tickets are sold at special rates, the tickets must be accounted for on a separate line at the rates authorized, with the correct money extension, and the authority therefor forwarded with monthly ticket report.

Delegate Tickets.

191. Tickets issued to delegates on certificates at regular rates, must be faced "Delegate," and reported on separate lines, noting in column 10, "Delegate." Such tickets issued at reduced rates must be faced and reported in like manner.

Excursion Coupons Redeemed.

192. Where agents are authorized to redeem excursion tickets, in whole or in part, a record of their numbers and value must be made in space provided therefor, and the total value deducted from the footing of printed Excursion Sales, and the net amount carried to Summary. The coupons thus redeemed must be returned with monthly report as authority for the deduction.

Miscellaneous Ticket Sales.

193. Under this heading will be reported sales of tickets which are not provided for in other

portions of the report. (*In reporting Special Yellow and Special Party Excursion tickets, give the actual number of whole and half passengers for which each ticket was issued, adding one cent to the full rate where the half would result in a fraction.*)

Milk and Cream Tickets.

194. In reporting sales of MILK AND CREAM TICKETS (*except where single tickets are authorized to be sold*), enter the number of tickets and packages sold and the rate per package, with proper money extension.

Local Extra Baggage Collections, &c.

195. Local Extra Baggage Receipts, Collections for Storage, value of Package Stamps sold, (*and Marketing on Philadelphia, Wilmington & Baltimore Railroad only*), will be reported separately in Summary opposite each class of business.

Summary of Local Passenger Receipts.

196. The left-hand side of "Summary of Local Passenger Receipts" is to be filled in by agents. This should be a complete exhibit of the total receipts for the month.

Authorities, Orders and Certificates.

197. AUTHORITIES, ORDERS AND CERTIFICATES for sale of tickets AT SPECIAL RATES (*except School Certificates, which must be forwarded to the respective Division Ticket Agents as instructed*), together with SPOILED TICKETS and SPOILED EXCESS BAGGAGE TAGS, must be

enclosed in envelope G—Form 634, marked "LOCAL," and forwarded with monthly ticket report. All ORDERS must be stamped the *date of sale* of the tickets, endorsing thereon the *forms* and *numbers* of the tickets issued.

G—FORM 259, "MONTHLY REPORT OF FOREIGN TICKET SALES."

Foreign Ticket Sales.

198. Tickets described in paragraph 25, issued with or without value, must be accounted for on this report at end of month in the order named in paragraph 199. The whole ticket (*stub, Auditor's check, contract and coupons*) must be distinctly stamped the *date of sale*. If dating-stamp is not provided, the date of sale (*month, day and year*) must be *written with ink*. The stub and Auditor's check must be retained for the purpose of checking sales.

199. Sales to points on Pennsylvania Railroad system of lines, as noted in section "a," must be entered on first page or pages of report. Maintain strictly the geographical location and classification, reporting the excursions after the one-way tickets. Place all West-bound of all classes under that head, all East- and North-bound under that head, and all South-bound under that head, but do not show West-, East- and South-bound for each class. Arrange *form numbers* in *numerical order*, and give all the information called for in the headings. Enter

the *letters* as well as the *figures* of the form in *full*, as printed on the tickets. Sales of "Unlimited," "Limited," "Second Class" and "Excursion" tickets must be reported under such headings in column "Whole No. Sold." Under "SPECIAL," report sales of all other tickets.

a.—CARD, BLANK BOOK, CLERICAL, EXCURSION, SUMMER AND WINTER EXCURSION TICKETS HAVING NO FOREIGN FORM NUMBER, and all other tickets sold to and from points on the PENNSYLVANIA RAILROAD SYSTEM, comprising the Pennsylvania, Philadelphia & Erie, United Railroads of New Jersey Divisions and the Philadelphia, Wilmington & Baltimore, Northern Central, West Jersey and Camden & Atlantic Railroads, but *not including New York & Long Branch Railroad.*

b.—WEST-BOUND.

Main Line Forms.

Main Line Forms (Continuous Train).

2500 Forms.

3000 and 4000 Forms.

D Forms.

X, DX and BX Forms.

Party Tickets.

Clerical Tickets with Form No., — Destination (One Way and Excursion).

Pullman, Extra Fare, 3000 and 4000 Forms.

Limited Excursion Forms.

Limited Round-Trip Forms.

Special Excursion Forms.

c.—EAST- AND NORTH-BOUND.

Card and Blank Book Tickets to points on the New York & Long Branch Railroad.

3000 and 4000 Forms.

D Forms.

X, DX and BX Forms.

Party Tickets.

Pullman, Extra Fare, 3000 and 4000 Forms.

Limited Excursion Forms.

Limited Round-Trip Forms.

Special Excursion Forms.

d.—SOUTH-BOUND.

5000 Forms.

8000 Forms.

D Forms.

X, DX and BX Forms.

Party Tickets.

Pullman, Extra Fare, 3000 and 4000 Forms.

Limited Excursion Forms.

Limited Round-Trip Forms.

Special Excursion Forms.

Mileage, Foreign Commutation, Order Books, &c.

200. One-Thousand-Mile, Foreign Commutation, Order Books, Special Yellow, Feeders and Transfers must be reported after the South-bound business.

Printed Second Class Tickets.

201. When printed second class tickets are furnished (such as L 13 Z, &c.), they must be reported in chart form order directly after all the first class continuous train forms of same series.

Davis Patent and Combination Contract Tickets.

202. DAVIS PATENT tickets and COMBINATION CONTRACT tickets must be issued in accordance with instructions printed thereon. If issued to *one point* and at *one rate only*, enter the destination, form, commencing number and closing number, whole number sold (in proper column),

rate and value. If issued to *more than one point* and at *more than one rate*, enter the destination, form, number issued, rate and value, in their respective columns, and the specific numbers in column 12. Enter the "commencing number" for the first sale in column 3, opposite the first destination, and the "closing number" in column 4, opposite the last destination. Summary at foot of report will not be required.

203. When sales are made from two different sets of numbers in one month, enter the commencing and closing numbers of last set in columns 3 and 4 immediately over the commencing and closing numbers of first set.

Extension Tickets.

204. The full through rate from starting point to destination must be reported opposite the *extension* form, noting in column 12, "Issued with Form....., No....." Tickets sold with extension forms must be reported in their *form order*, by giving destination, form, consecutive numbers and number issued, but *without rate or amount*, and with note in column 12, "Issued with Form X, DX or BX, No....." When extension forms A1, A2, A3 or A4 are sold, note in column 12 the ROUTE and JUNCTIONAL POINTS over which the same are issued. When extension tickets of same form are required by their geographical location to be reported on different pages of the report, make summary at foot to cover.

Summer Excursion Tickets without Form Number.

205. SUMMER EXCURSION TICKETS WITHOUT FORM NUMBER sold with excursion extension forms, when rates are quoted through to destination and return, must be reported the same as other extension tickets.

206. When rates are quoted for tickets to be sold only in connection with other excursion forms, you will note in column 12, "With Excursion Form....., No....."

Cut Tickets.

207. Whenever tickets are authorized to be cut, and sold in connection with other tickets, they must be reported in the same manner as extension tickets. The cut portions must be retained and enclosed in envelope G—Form 634, marked "Foreign," and forwarded with monthly ticket reports.

Special Tickets furnished by the Passenger Department.

208. SPECIAL TICKETS (*accompanied by invoice*), furnished by the Passenger Department to be used for SPECIAL SALE, if *unsold*, must be marked "Spoiled," reported *without value*, and forwarded with monthly ticket report. The tickets must be reported according to their geographical location, in consecutive order and on separate line.

Blank Book Tickets Faced Foreign.

209. TICKETS ISSUED FROM BLANK BOOKS FACED "FOREIGN."—Report commencing and

closing numbers in columns 3 and 4, when sold at *one rate* and to *one point*. When sold at *more than one rate* and to *more than one point*, follow instructions in paragraph 202 in relation to reporting Davis Patent tickets. Always note the LIMIT and ROUTE of these tickets.

Local Blank Book Tickets to Foreign Points.

210. When LOCAL BLANK BOOK TICKETS are sold to FOREIGN points, or when two or more SPECIAL YELLOW or CLERICAL tickets are sold in connection to a foreign point, they must be accounted for on this report, giving the destination, number sold, rate and amount, noting opposite, in column 12, the specific numbers issued. (*These numbers must also be noted on Monthly Report of Local Ticket Sales, G—Form 254, in space provided.*) In column 1, note "Local Blank Book." Do not make a summary of these tickets. (*In reporting Special Yellow and Party tickets, give the actual number of whole and half passengers, in column 12, adding one cent to the full rate where the half would result in a fraction.*

Mileage and Foreign Commutation Tickets.

211. The commencing and closing numbers of Mileage and Foreign Commutation tickets must be entered in columns 3 and 4, same as regular tickets. Omit the names of purchasers from this report.

Delegate Tickets.

212. Tickets issued to delegates on certificates at

regular or special rates must be faced "Delegate," and reported on separate lines, noting in column 12, "Delegate." Such tickets issued at reduced rates must be faced and reported in like manner.

Pennsylvania R. R., Foreign Roads, National and State Orders or Requests for Transportation.

213. Agents accepting Pennsylvania Railroad issue of orders, or orders issued by foreign roads, or transportation orders issued by officers of the National or State Governments, will be governed by the following instructions:—

214. Orders or requests for transportation exchanged for tickets must be stamped on the *date* honored. Endorse thereon with ink the *forms* and *numbers* of tickets issued, and promptly forward by letter to the Auditor of Passenger Receipts, on date honored, to obtain credit for value thereof. Orders of this character must *not* be forwarded with monthly reports.

215. On the date of advice of credit, enter the amount deposited separately on G—Form 267, in column "Remitted Treasurer," so as to distinguish it from remittances made direct to bank or Treasurer.

216. Report the tickets thus issued on Monthly Ticket Report G—Form 259 at rates furnished. In column 12, give description of the order on which tickets are issued. If a Pennsylvania Railroad order, give the consecutive and office number. If a Foreign Road order, give the number of the order and name of issuing road. If National,

State or D. V. S., so note, giving order number, &c.

217. For value of orders honored on the last day of the month, and received at this office the first or second day of the following month, advice of credit will be given by wire for account of the month in which the orders were honored, and the tickets must be reported accordingly.

218. The value of orders received in this office *after the second day* of the following month will be credited to agent's account in the month in which the orders are received, and agent will be duly advised, by letter, of such credit.

219. If advice of credit is not received by letter or wire during the month in which the orders were honored, or on the first two days of the following month, as noted above, *report tickets* issued on such orders *without value*, making note, "Rates not received;" and then again, *with value*, in the month in which advice is received, noting, "See previous month."

220. When orders are drawn on agents of foreign lines, the name of the Railroad Company and the agency on which they are drawn must be entered on monthly report G—Form 259, in column 12, for the information of this office.

221. Agents issuing tickets on telegraphic orders from the General Passenger Agent will await advice from the Auditor of Passenger Receipts before reporting the tickets, and will take credit on G—Form 267, on date of advice, for value of tickets issued.

222. It is desirable that tickets issued on telegraphic orders should be reported in the month in which they are issued. Therefore, if agents do not receive advice of credit before the close of the month, they will forward such telegraphic orders to the Auditor of Passenger Receipts. If advice of credit is not received on or before the second day of the following month, be governed by paragraph 219.

223. Orders drawn by agents of Pennsylvania Railroad, whether for Local or Foreign tickets, must be reported in consecutive order *after* the *ticket sales*, using one line for each order issued, giving *destination* and *form* of tickets for which orders are drawn, rate and amount, as called for in the headings. If more than one has been issued, *make summary* at foot of the report.

224. United States Government orders or requests drawn on a foreign road must not be honored, as settlement is only made with the road on which the order is drawn.

225. An agent exchanging an order or request calling for transportation from a more distant point, which has for some reason been accepted on train to his station, must fill in receipt (*if order is so provided*) from the *starting point to destination named in the order*, obtain signature thereto as before directed, and issue ticket to read from his station.

226. When an order or request is provided with a receipt or an acknowledgment of transportation,

it must be filled up to correspond with points named, and for the number of persons stated in the order, unless transportation is desired for a smaller number (*in which case receipt must correspond with number of persons to be carried*), and must be signed by the officer or person in charge. When such person is unable to write, his + mark must be witnessed by the Ticket Agent or his clerk, before issuing ticket or tickets in exchange therefor. The line showing that the holder is *en route* from ".....to....." is not to govern the issue of tickets, being only for the guidance of issuing officers.

227. When orders or requests are presented in duplicate or triplicate, all copies must be retained by the agent, and sent to the Auditor of Passenger Receipts.

228. In filling up acknowledgments or receipts for transportation, pen and ink must invariably be used.

Feeders and Transfers.

229. All Feeders or Special Transfers issued in connection with tickets or orders, the value of which is included in the through rate, must be reported as follows:—

230. In column 12, opposite each form of ticket or order (*with which Feeders or Special Transfers have been issued*), give the form and consecutive numbers of such feeders or special transfers issued therewith. Those sold for money must be reported separately.

231. As a closing item on monthly report, *make a summary* of all Feeders and Transfers, giving the destination, form, commencing and closing numbers and number issued.

Tickets Sold Out of Order.

232. In reporting tickets issued out of order, you will note, in column 12, "Issued out of order." As soon as you discover that tickets have been issued out of order, resume sale of the *lowest* numbers immediately. All requests made in audit letters for the disposition of tickets, must be given **PROMPT** attention.

Auditors' Checks, Out Tickets, Spoiled Tickets, Orders, &c.

233. AUDITOR'S CHECKS, CUT TICKETS, SPOILED TICKETS, SPOILED ORDERS and SPOILED EXCESS BAGGAGE TAGS, and also AUTHORITIES, ORDERS and CERTIFICATES for sales of tickets at Special Rates, together with redeemed Foreign Excursion tickets, must be enclosed in envelope G—Form 634, marked "FOREIGN," and sent in with MONTHLY ticket report.

Report always Required.

234. A monthly ticket report will be required from all agents. In case sales have not been made, G—Form 259, properly filled up and signed,

must be forwarded with "NO SALES" endorsed on it, omitting commencing and closing numbers of tickets on hand.

Half-Ticket Rates.

235. In *no case* must a half-ticket rate be entered. Always enter the FULL rate in the "Rate" column, even if only one ticket be sold. Calculate each half ticket at the authorized half-ticket rate, and include the total amount received for whole and half tickets in one extension of money.

236. Whole tickets which have been reduced to and sold as halves, must be given separately, in column 12, on the same line of the report as the whole tickets of the same form. The use of *red ink* in entering the *half*-ticket numbers will be advantageous.

237. In extending the number of whole and half tickets into the columns under head of "Whole Number Sold," count TWO HALF tickets as ONE WHOLE ticket. Do not include spoiled tickets in this addition. The columns representing the number of tickets sold must be added in the proper places on the report.

Redemption of Excursion Tickets.

238. Agents who are authorized to redeem Foreign Excursion Tickets in whole or in part, will deduct the value of such redeemed tickets or coupons from Total Monthly Foreign Sales at

the foot of the report, entering them in detail and forwarding them with monthly report G—Form 259 as authority for such deduction.

Balancing G—Form 259 with Office Records.

239. The total amount of monthly report G—Form 259 must always agree with the total of the daily sales for the month in book G—Form 272, and with column 3, headed "Foreign," on book G—Form 267, at stations where the latter is in use. Before the monthly report is forwarded comparison must be made with office records to see that they agree.

Foreign Extra Baggage Collections.

240. TOTAL AMOUNT of Extra Baggage Collections to Foreign points must be entered as a closing item on report G—Form 259, and the amount included in the "Total Sales" for the month.

PART II.

INSTRUCTIONS

TO

BAGGAGE AGENTS

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LIST OF BOOKS, BLANKS AND ENVELOPES

REFERRED TO IN THE FOLLOWING INSTRUCTIONS.

BOOKS.

- G—Form 253—A. P. R., Record of Marketing and Packages Forwarded in Baggage Car on Passenger Train.
- “ 255—B—A. P. R., Record of Shipments by Market Train.
- “ 256—A. P. R., Record of Marketing and Packages Received from Baggage Car on Passenger Train.
- “ 264—A. P. R., Book to take receipts for money paid to Ticket Agents.
- “ 265—A. P. R., Daily Record of all Extra Baggage (Local and Foreign), Storage and Marketing Collections and Package Stamps.
- “ 267—A. P. R., Monthly Cash Exhibit, same as used by Ticket Agents.
- “ 271—A. P. R., Record of Foreign Tickets
- “ 272—A. P. R., Daily Record of Foreign Ticket Sales.
- “ 290—A. P. R., Receipt Book.
- “ 414—A. P. R., Record of Package Stamps received and sold.
- “ 42—A. F. R., Receipt Book, for taking receipts when remittances are forwarded by express.

BLANKS.

- G—Form 250—A. P. R., Monthly Report of Collections on Extra Baggage to Foreign Points.
- “ 255—A—A. P. R., Manifest of Articles Shipped by Market Train.

G—Form 255—C—A. P. R., Memorandum of Articles Forwarded by Passenger Train.

“ 255—B. M.—A. P. R., Memorandum of Articles Forwarded by Passenger Train.

“ 259—A. P. R., Monthly Report of Foreign Ticket Sales.

“ 264—A. P. R., Monthly Report of Local Extra Baggage, Storage, &c.

“ 267—A. P. R., Monthly Cash Exhibit, as copied from Book G—Form 267.

“ 268—A. P. R., Memorandum of Remittance, to be forwarded to Auditor of Passenger Receipts.

“ 269—A. P. R., Report to Treasurer, to accompany each remittance.

“ 273—A. P. R., Statement of Foreign Tickets Returned.

ENVELOPES.

G—Form 200—A. P. R., to enclose receipted invoices for tickets, package stamps, &c.

“ 202—A. P. R., to enclose Monthly Reports G—Forms 250, 264 and 267.

“ 204—A. P. R., to enclose correspondence to this office.

“ 205—A. P. R., to enclose correspondence to this office.

“ 220—A. P. R., to enclose G—Form 255, Memorandum of Articles Forwarded by Passenger Trains on P., W. & B. R. R.

“ 56—A. F. R., to enclose G—Form 269 and money, if remitting by express to bank or to Treasurer direct.

CHECKING AND MAKING CHARGES ON BAGGAGE.

241. In checking baggage and making charges and collections thereon, comply with instructions of General Passenger Agent and General Baggage Agent.

OFFICE SUPPLIES.

242. Requisition for office supplies, such as books, blanks and stationery (*except those furnished by the General Baggage Agent*), must be made on the Comptroller on forms provided for that purpose, and according to his instructions. Books and blanks should be designated by their form numbers. If not provided with a form number, enclose sample of the book or blank desired with the requisition. Do not allow supplies of any form to become exhausted.

243. Exercise economy in the use of blanks and stationery. Keep all supplies in an orderly manner in closets and drawers provided for their accommodation.

244. Before making requisition for books, blanks, envelopes and stationery, examine stocks very carefully, so that request may be made for only those actually required for **THREE MONTHS' USE.**

245. Baggage Agents will call attention to any unnecessary or excessive stock of blanks or envelopes they may have on hand, or may receive at any time.

KEEPING OF OFFICE RECORDS.

246. The Record Books should be kept neatly (*that is, clean of ink spots, erasures, &c.*), and they must be conveniently located for use and carefully preserved.

247. The various sales or collections of the day must be correctly and promptly recorded in the prescribed books, and the entries made in *ink*, so that in the event of sickness or accident, they may be readily taken up by some other person; and also be in good condition for examination by any person authorized to visit the office.

248. Office Records must be retained until they are *six* years old. Any over this date should be sent in addressed to the Auditor of Passenger Receipts, with advice thereof sent separately by letter; or they may be forwarded by instructions from Special or Route Agents.

CORRESPONDENCE.

249. Baggage Agents must comply strictly with instructions, whether in printed or manuscript form.

250. All communications *from* this office in relation to errors, omissions and corrections must

be carefully noted, and inquiries therein *promptly* answered.

251. Letters to this office should be written in *ink* on Company's letter-headings. Only one subject should be embraced in a letter. In answering correspondence, the *subject treated of* should be referred to, together with the *number* designating the *room* from which the letter was written.

252. Correspondence for this office must be enclosed in envelope G—Form 204 or 205, and not attached to or enclosed with monthly ticket reports.

253. Letters of instruction and monthly audit letters, together with current circulars, must be promptly and properly filed in book G—Form 275.

254. Regular monthly audit letters containing statements of agents' cash accounts and notations of errors discovered in the audit of monthly reports, must be given prompt attention. Corrections of these errors must be made (*in accordance with the instructions*) in book G—Form 265, "Record of Collections of Extra Baggage;" G—Form 267, "Monthly Cash Exhibit of Passenger Business," and G—Form 272, "Daily Record of Foreign Ticket Sales," where any of these forms are in use. The "Debits" and "Credits" must be entered on the face of G—Form 267 on the *day* the audit letter is received, as well as in the summary of the same form.

SAFE COMBINATIONS.

255. Baggage Agents having safes which are opened with "combination lock," *must* exercise care in locking them, giving the "lock-dial" five or six *gentle* turns after locking. A *rapid* movement of the *dial* will cause it to become worn, which may involve both trouble and expense.

256. The combination of a safe should be in possession of the Baggage Agent only. If he chooses, for reasons satisfactory to himself, to furnish it to any of his assistants, he will be held responsible should improper use be made of the information.

257. Should an assistant, who is in possession of the combination of the safe, leave the service of the Company, or be transferred, the Baggage Agent should immediately advise the Auditor of Passenger Receipts of the same, so that the combination may be changed.

BONDS.

258. As Baggage Agents alone are held responsible to the Company for the receipts and proper conduct of their offices, they must take whatever steps are necessary to protect themselves for the work of their subordinates.

259. If Baggage Agents desire, they may require bonds made to themselves from each assistant for the faithful performance of duty. The Company does not recognize the responsibility of the latter, and will not, therefore, take bonds from them.

ROBBERIES.

260. In the event of robbery at a station, or the partial or complete destruction of the station building and its contents by fire or otherwise, resulting in the partial or total loss of tickets, record books, blanks and stationery, Baggage Agents will immediately notify this office, and also the Superintendent of the Division, by telegraph, if possible, and follow this promptly by letters giving full description of tickets stolen or otherwise lost or destroyed, and accurate details as to the loss of other property involved. This is necessary in order to protect the Company, and also to furnish the agency with necessary tickets and with other supplies for the proper transaction of business.

SPECIAL AND ROUTE AGENTS' VISITS.

261. When Special and Route Agents or other accredited representatives of the Company visit an office, they must be afforded proper facility for prosecuting their work, and Baggage Agents are expected to render assistance when necessary, and furnish all information desired.

DESCRIPTION OF TICKETS ISSUED.

262. The PENNSYLVANIA RAILROAD COMPANY (*comprising three Principal Divisions—the Pennsylvania Railroad Division, Philadelphia & Erie Railroad Division and United Railroads of*

New Jersey Division), the Philadelphia, Wilmington & Baltimore, the West Jersey and the Camden & Atlantic Railroads, issue LOCAL and FOREIGN tickets.

Local Tickets.

263. Tickets of the Pennsylvania Railroad Company's issue are local when the transportation covered is exclusively within the lines of a principal division of the Pennsylvania Railroad proper—i. e., when the initial and destination stations are located on the same principal division and the entire passage is within the lines belonging thereto. (*The exceptions are to and from points on the Bedford Division passing Huntingdon, to and from points on Cambria & Clearfield Railroad reached by passing over the Pennsylvania & North Western Railroad, to points on Long Beach Railroad passing over the Tuckerton Railroad, or to and from points on New York Division or Amboy Division passing Perth Amboy, South Amboy or Bay Head, and to and from points on the Schuylkill Valley Railroad passing Pottsville, as per paragraph 264.*)

Also, tickets of the Philadelphia, Wilmington & Baltimore Railroad, West Jersey Railroad or Camden & Atlantic Railroad Companies' issue are local when covering transportation exclusively within the lines operated by the issuing company.

Foreign Tickets.

264. Tickets of the Pennsylvania Railroad Company's issue are foreign when the trans-

portation covered extends beyond the lines of a principal division, or on or over a line other than the Pennsylvania Railroad proper.

Also, tickets issued to or from points on the Bedford Division passing Huntingdon, or to and from points on the Cambria & Clearfield Railroad reached by passing over the Pennsylvania & North Western Railroad, to points on Long Beach Railroad passing over the Tuckerton Railroad, or to and from points on the New York Division or the Amboy Division passing Perth Amboy, South Amboy or Bay Head.

PORTSVILLE being the dividing point between the Philadelphia & Erie Railroad Division portion and the Pennsylvania Railroad Division portion of the Schuylkill Valley Railroad, all tickets reading from stations north to stations south thereof, or from stations south to stations north thereof, will be considered foreign.

Tickets of the issue of the Philadelphia, Wilmington & Baltimore Railroad, West Jersey Railroad or Camden & Atlantic Railroad Company are foreign when they embrace travel beyond the lines operated by the issuing company.

Ticket Supplies.

265. Requisitions for package stamps must be made on the Division Ticket Agent, and for transfer tickets on the General Passenger Agent, on blanks provided and in accordance with instructions issued by the Passenger Department.

266. Baggage Agents must keep themselves

well provided with tickets and package stamps, so that not less than one month's supply shall always be on hand. Stock should be frequently examined.

267. Tickets and package stamps not in current use must be kept in good order in the drawers or other receptacles provided for their storage, and be under the personal supervision of the Baggage Agent, to guard against their loss or improper use. The receptacles must be kept locked, if possible, and the keys placed where they will be accessible only to the person or persons authorized to handle them. Transfer tickets should be arranged in consecutive order, so that in replenishing the tickets in the case the lowest numbers may be placed on sale, in order to avoid tickets being sold out of order, and save trouble and loss of time required to adjust irregularities after such sales have been made.

INVOICES.

268. On the receipt of an invoice of transfer tickets, all the tickets must be carefully examined to see that the destinations, classes of tickets, forms and office numbers, commencing and closing numbers, and number received, agree in *every respect* with the reading of the invoices, and if any are found missing, mutilated, incorrectly or imperfectly printed as to reading or numbers, or in any manner rendered unfit for sale; or if the reading of the tickets does not correspond

in all respects with the description given on the invoice, Baggage Agent will withhold his signature, as instructed by note thereon, until he shall have corresponded with the General Passenger Agent (*if on Foreign Invoice*), or Division Ticket Agent (*if on Local Invoice*), and had the irregularity corrected. Package stamps must also be carefully *counted* before invoices are signed. Send duplicate tickets if Foreign to the General Passenger Agent, and if Local to the Division Ticket Agent, with advices.

269. When the tickets and invoices agree in all respects, place the usual check (✓) between the commencing and closing numbers to indicate this fact.

270. Tickets and invoices agreeing, or having been made to agree, Baggage Agents will enter the various forms of transfer tickets in G—Form 271, Record of Foreign Tickets, and package stamps in G—Form 414, and sign and forward the invoices to the Auditor of Passenger Receipts in envelope G—Form 200.

271. Invoices must be *signed* by the Baggage Agent *personally*, and not by a clerk or assistant unless specially authorized.

272. Should any irregularity be discovered in tickets *after* invoices have been signed and sent in, correspond with the Auditor of Passenger Receipts in relation thereto, and await instructions.

PUNCHES.

273. Baggage Agents furnished with "BC" punches must see that they are kept in good working order; if they become dull or otherwise unserviceable, promptly advise the Auditor of Passenger Receipts, when others will be furnished in exchange.

ISSUE OF TICKETS.

274. The sale of all transfer tickets should be made in consecutive order, always commencing with the lowest number on hand.

275. All tickets issued must be reported, whether there is any money value attached to them or not.

Tickets Sold Out of Order.

276. TICKETS SOLD OUT OF ORDER must be reported in the month in which issued, giving the commencing and closing numbers *inclusive*, including their value with those sold regularly, and noting under "Explanations," "Sold out of order." When such numbers are passed in sale, their value must be *omitted* from monthly ticket reports, with note, "Sold out of order and accounted for (*giving month and year*)." As soon as the error is discovered, sale must be resumed at the lowest number on hand, and a letter of advice sent to this office.

Spoiled Tickets or Excess Baggage Checks.

277. Baggage Agents must take *special care* of "spoiled" transfer tickets. They should be *so endorsed or canceled*, as, should they be lost in

transit, or fall into improper hands, the result might be pecuniary loss to the baggage agent. All SPOILED or mutilated tickets or excess baggage checks must be retained until the end of the month and forwarded with monthly reports, and accounted for thereon on separate line and without value, noting the word "Spoiled" under Explanations.

Recalled Tickets.

278. Transfer tickets recalled should be promptly forwarded according to instructions, and credited, in *red ink*, in G—Form 271—Foreign.

Tickets for Corpses.

279. Baggage Agents receiving corpses for transportation must comply strictly with instructions issued by the General Passenger Agent and the General Baggage Agent, securing from the person in charge tickets as required, faced "Corpse," and hand same to the Train Baggage Master with the corpse.

Surrendered and Found Tickets.

280. All unused equivalents for passage, extra-fare or Pullman tickets or checks, that may at any time be surrendered by passengers for any cause, or which may be found in or about stations (*or trains*), are not to be considered as private property (*that is, as the property of the finder or baggage agent*), but must be sent to the Auditor of Passenger Receipts direct, at the close of each month, or turned in to the nearest Ticket Receiver for forwarding, accompanied by a specific statement of the facts.

DAILY RECORDS.

281. In book G—Form 265, a daily record must be kept of all Extra Baggage Collections (Local and Foreign), Storage Collections, and Marketing Collections on Philadelphia, Wilmington & Baltimore Railroad, and the amount of each day's receipts from these sources, together with total Package Stamp sales for the day as entered in column 14 of book G—Form 414, must be transferred opposite correct date to book G—Form 267, in column 2, headed "Local Sales," changed to "Local Extra Baggage," and column 3, headed "Foreign Sales," changed to "Foreign Extra Baggage," and the sum thereof extended to column 7, "Total Amount Chargeable to Agent." (See paragraphs 296, 297 and 321.)

282. Baggage Agents who are supplied with Package Stamps will keep a record of stamps received and sold in book G—Form 414.

283. At the beginning of each month enter into columns 2, 5, 8 and 11 the number of the respective denominations of Package Stamps on hand, as shown the previous month at foot of page of book G—Form 414.

284. When new supplies of Package Stamps are received, enter from the invoice the TOTAL number in columns named, opposite the date of their receipt and under the proper denomination.

285. When sales are made enter the number sold each day, together with their value, in the columns provided, and carry the total value of the

several denominations issued to column 14, which amount must be entered in book G—Form 265, as a closing item for the day. This amount, with other Local and Foreign collections, should make the total receipts for the day, as will appear in column 7, G—Form 267.

286. If the number of the stamps received, together with the number sold, have been properly recorded, the totals of the columns will agree with the entries of the respective denominations on monthly report G—Form 264.

287. Before closing the monthly report the stamps on hand should be carefully *counted*, so that any irregularities may be adjusted before the report leaves your office.

288. Baggage Agents issuing Package Stamps will report sales for the month as provided for on G—Form 264, "Local Extra Baggage Report."

289. Should any of the Package Stamps become unfit for use, mark them **SPOILED** and return them with your monthly report, carefully enclosed in an envelope. To get credit for them, enter the number spoiled in space provided therefor, and deduct them, together with the number sold, from the total of the "**RECEIVED**" column, which will leave the number to be carried forward to the next month, as per *count*.

290. Baggage Agents who pay moneys to Ticket Agents, when advised of *debit* or *credit errors* in *monthly* reports, will *add to* or *deduct* the amount

from the total local or foreign receipts as shown on the face of reports G—Forms 264 or 250 for the current month, as instructed in audit letters from this office.

MONTHLY REPORTS.

291. Monthly Reports must be forwarded promptly after the close of the month in envelope G—Form 202, so as to reach this office NOT LATER THAN THE SECOND DAY of the subsequent month.

292. All monthly reports must bear the *personal signature of the baggage agent*. Clerks or assistants are not permitted to sign these reports for the agent unless specially authorized, and then it must be done in the name of the agent, per (the substitute).

293. All the different columns of the reports representing tickets and money must be added and properly balanced. The money amounts of the several classes must be carried to the summaries of the reports into the spaces provided therefor.

294. All the blank spaces on monthly reports provided for information must be properly filled in by baggage agents, except the subdivisions below the baggage agent's certificate on back of reports, which space is for the use of the Auditor.

295. Care must be taken to see that all reports are properly balanced and made to agree with the records before they are allowed to leave the office.

BOOK G—FORM 267, “MONTHLY CASH EXHIBIT OF PASSENGER BUSINESS.”

296. Baggage Agents instructed to use this form will enter under “Amount of Local Sales” for each day, for the entire month, the Local Extra Baggage Collections, Storage, Package Stamps and Marketing on Philadelphia, Wilmington & Baltimore Railroad, as represented by G—Forms 265 and 414.

297. Under “Amount of Foreign Sales,” enter for each day the amount derived from the sales of Transfer Tickets, and also, interlined above, the amount of Foreign Extra Baggage Collections as represented by G—Form 265, which amount should agree with the entries on book G—Form 272 where the latter is in use. The total of this column (No. 3) at end of month must agree with the total sales reported on G—Form 259, as per paragraph No. 329.

298. In column headed “Miscellaneous,” and opposite the date of receipt, enter only such debits or credits as are authorized by *monthly audit letter*. Such amounts must be added to or deducted from the entry for that day, and the sum or the difference extended to column “Total Amount Chargeable to Agent.” Should a credit authorized to be taken be greater in amount than the collection for the day on which the entry is made, combine the receipts for two or more days, and make no entry in column “Total Amount Chargeable” until the credit is overcome; then enter the difference and proceed in the usual way.

*Adjustment of Differences between G—Form 267
and Monthly Reports.*

299. The total of all collections entered on face and in summary of book G—Form 267 must always agree with the amount of monthly reports G—Forms 264 and 250 (*and G—Form 259, when the latter is in use*) as rendered by Baggage Agent. Should a difference exist at the close of the month between these reports, G—Forms 264, 250 and 259, they and columns 2 and 3 of the Cash Exhibit must be immediately *revised*, and if the difference is not discovered thereon, the same must be adjusted on book G—Form 267, by adding to or deducting from the collections of the last day of the month. For example: Suppose the amount of G—Form 264 for the month is \$500.00, while the footing of column 2, on G—Form 267, is \$510.00, including \$15.00, the amount of the local collections, &c., for the last day of the month. To adjust, strike out the \$15.00, and make entry over the *date* in "Date" column, thus:—

Collections, &c.....	\$15 00
Cr. errors to balance.....	10 00

leaving \$5.00 to enter in column 2, instead of \$15.00 as originally entered. With this correction the column will add \$500.00, the amount of Local Extra Baggage Report as rendered. Should the difference be a debit, the amount of local collections, column 2, footing only \$490.00, agents

will make entry over the *date* in "Date" column, thus:—

Collections.....\$15 00

Dr. errors to balance..... 10 00

making \$25.00 to enter as local collections for the last day of the month instead of \$15.00. With this correction the column will add \$500.00.

300. A difference between the amount of column 3, on G—Form 267, and the amount of Foreign Collections on G—Forms 250 and 259, must be adjusted in same manner, by adding to or deducting from the amount of Foreign Collections for the last day on which collections were made, thereby adopting a uniform mode of adjusting errors on face of G—Form 267.

Remittances.

301. REMITTANCES TO TREASURER (*or to bank, as instructed*) must be made promptly and in accordance with instructions issued by him in his "Notice to Agents," Nos. 1 and 2, and the "Cash on Hand not Remitted" must never exceed the prescribed amount. The date of entry on G—Form 267 must be that on which the money is actually receipted for and forwarded.

302. Remittances must be reported to the Treasurer and to the Auditor of Passenger Receipts on the blanks provided therefor (G—Forms 268 and 269), and these must not be used to report moneys on any other account.

303. Remittances should be made as late in the day as practicable, so as to include as much as possible of the current day's receipts, and thereby

reduce the liability for any amount which might be stolen.

304. Should a Baggage Agent, from any cause, over-remit his ticket sales, the balance due Baggage Agent each day must be entered in column "Cash on Hand not Remitted," and marked "Cr."

305. Provision has been made on G—Form 267 for entering the "Date of Closing Remittance." This must always be made the FIRST day of the succeeding month, unless the first should fall on a Sunday, in which event the final remittance for the previous month must be made on the second.

306. Where moneys are deposited in person in bank, receipts must be taken in "Receipt-book G—Form 290." If remittances are made by express, receipts must be taken in "Receipt-book G—Form 42." These books must be kept in proper place for ready reference and for use of Special and Route Agents.

Receipts for Money Paid to Ticket Agents.

307. Baggage Agents, who pay their money to Ticket Agents, will take separate receipts on G—Form 264—B, one for Local Extra Baggage Collections, Storage and Package Stamp Sales, and one for Foreign Extra Baggage Collections, and another for Transfer Ticket Sales, &c., and attach same to the respective reports G—Form 264, G—Form 250 and G—Form 259. This they will arrange with the Ticket Agent to pay on the last day of the month, unless required to make payments more frequently.

308. Baggage Agents receiving money from Train Baggage Masters for Excess Baggage collected, must include such collections in reports as if made at their stations.

Cash on Hand.

309. When the amount of daily sales at an agency is small, and the money on this account is not remitted daily, the "Cash on Hand not Remitted" must be the sum of all the daily sales until a remittance is made.

Care of Money.

310. The care of moneys accruing from the business of the office is of the utmost importance. Baggage Agents must, therefore, give it personal supervision. At no time must more money be retained over night than the amount allowed by Treasurer, unless by special authority from him. The instructions on this subject *must be strictly* complied with.

311. The money on hand at the close of the day should be balanced with the records, and must not be allowed to remain in the drawer over night, but must be locked up in the safe or other place of security. An excessive amount of money should not even be allowed to remain in the drawer during the day, but should be removed to the safe or other secure place for protection. To aid in this, cash drawers should be so located as to prevent access thereto by the public.

312. Baggage Agents will be held responsible for counterfeit money, and for mutilated or defaced coins or notes received by them in the course of business.

313. BAGGAGE AGENTS ARE FORBIDDEN TO USE THE COMPANY'S MONEY FOR THEIR OWN PERSONAL USE.

314. Baggage Agents being responsible for their cash receipts, and also for cash-books and other property pertaining to the business intrusted to them, no one but the Baggage Agent or authorized assistants should be allowed access thereto.

BOOK G—FORM 271, "RECORD OF FOREIGN TICKETS."

315. In this book Baggage Agents will fill in all the blank spaces in the headings as required. Enter from invoices a record of all transfer tickets received.

316. The right-hand pages of this book are for crediting tickets accounted for on monthly ticket reports and also tickets recalled. Enter the commencing and closing numbers of all tickets reported during the month on G—Form 259, "Monthly Report of Foreign Ticket Sales," so that the closing number of one month will be the commencing number of a subsequent month, unless it should be the last ticket received with an invoice, which number must be marked "Inc.," for inclusive.

317. Spoiled tickets returned with monthly reports must be credited the same as if sold.

318. Transfer tickets forwarded to this office as instructed by letters of recall, must be accompanied by G—Form 273—Foreign, which will be furnished with each letter of recall. The commencing and closing numbers inclusive, with date returned, must be entered in the book, in RED INK, opposite the form and destination, and on the same line in month returned.

319. BAGGAGE AGENTS MUST NOT FORWARD TO THIS OFFICE FOREIGN TICKETS THAT HAVE BEEN REGULARY INVOICED, UNLESS SPOILED OR RECALLED.

320. On December 31st of each year, strike a balance between the two sides of the account, and place the result in last column on right-hand side, headed "Balance on Hand December 31st," entering the closing numbers inclusive. Transfer this "balance" to new record book (*which will be furnished prior to the close of the year*), to column headed "Balance on Hand January 1st," on left-hand side. Stock of tickets on hand at that date (January 1st) must then be checked against the new record book and its correctness verified.

BOOK G—FORM 272, "DAILY RECORD OF FOREIGN TICKET SALES."

321. In this book a daily entry must be made of sales of ALL TRANSFER TICKETS and also the total of all Foreign Extra Baggage Collections as shown by book G—Form 265. The total of the day's ticket sales must be entered on the line in

column 3, book G—Form 267, where the latter is in use, while the total Extra Baggage Collections must be interlined above.

MONTHLY REPORTS.

322. At the close of each month, make up reports on blanks G—Forms 264, 250 and 259, as per entries in book G—Forms 265, 272 and 414, and forward them to this office not later than the SECOND of the succeeding month, in envelope G—Form 202.

323. BLANK G—FORM 264—MONTHLY REPORT OF COLLECTIONS ON EXTRA BAGGAGE TO LOCAL POINTS, STORAGE OF BAGGAGE AND PACKAGE STAMPS.—On G—Form 264 (or G—Form 264—A), Baggage Agents will account for all collections for Extra Baggage checked to points to which Local Tickets are sold. On this report also account for Storage Collections, and for sales of Package Stamps where they are in use, and for Marketing Collections on Philadelphia, Wilmington & Baltimore Railroad. Give all the information required by the headings.

324. BLANK G—FORM 250—MONTHLY REPORT OF COLLECTIONS ON EXTRA BAGGAGE TO FOREIGN POINTS.—On G—Form 250 (or G—Form 250—A), Baggage Agents will account for all collections for Extra Baggage checked on tickets to points considered Foreign. Collections made on General Baggage Agents, G—Form 108, must also be reported on this report, whether reading to a Foreign or Local point.

G—FORM 259, "MONTHLY REPORT OF FOREIGN TICKET SALES."

325. Transfer tickets issued with or without value must be accounted for on this report. Give all the information called for in the headings.

326. When sales are made from two different sets of numbers in one month, enter the commencing and closing numbers of last set in columns 3 and 4 immediately over commencing and closing numbers of first set.

327. The total amount of monthly report G—Form 259 must always agree with the total of the daily sales and collections for the month in book G—Form 272, and with column 3, headed "Foreign," on book G—Form 267, at stations where the latter is in use. Before the monthly report is forwarded, comparison must be made to see that they agree.

328. In reporting tickets issued out of order, note, in column 12, "Issued out of order." All requests made in audit letters for the disposition of tickets must be given PROMPT attention.

Foreign Extra Baggage Collections.

329. The TOTAL AMOUNT of Extra Baggage Collections to Foreign points must be entered as a closing item on this report (G—Form 259), and the amount included in the Total Foreign Sales for the month, which amount should agree with column 3 on G—Form 267.

330. When NO COLLECTIONS are made or Transfer tickets sold during the month, Baggage Agents

will endorse such fact across the face of their Extra Baggage and Ticket Reports.

Monthly Report G—Form 267.

331. Baggage Agents who keep book G—Form 267, Monthly Cash Exhibit, will immediately, after the close of each month, make an exact copy of same on blank G—Form 267, and forward it with other monthly reports in same envelope.

MARKET SHIPMENTS ON P., W. & B. R. R.

332. All articles received for market shipment in baggage cars on regular passenger trains must be *prepaid*, and the articles shipped must be accompanied by memorandum G—Form 255, giving date, train, shipper, consignee, articles, weight, rate and amount, and delivered to Baggage Master on train. A separate memorandum must be made for each destination. Enter copy in book G—Form 253, and take receipt of Baggage Master.

333. All memorandums must be numbered in consecutive order as issued, commencing with number 1 on January 1st of each year.

334. Baggage Agents who are not required to remit direct to bank or Treasurer, will dispose of money arising from market collections in the same manner as they do with extra baggage collections. (*See paragraph 307.*)

335. Baggage Agents must keep a record in book G—Form 256 of all articles received, taking

receipt therefor from consignee, when delivered, as provided for in book.

336. All memorandums of articles received must be promptly forwarded to the Auditor of Passenger Receipts in envelope G—Form 220, at the close of each day's business.

337. Baggage Agents at Broad Street Station, Philada., Wilmington and Union Station, Balto., who receive money from Baggage Masters on account of marketing, must make a record, on blank G—Form 264, Monthly Report of Local Extra Baggage, Storage, &c., of parties from whom same is received, showing amount received from each Baggage Master.

C. O. D. BAGGAGE FORWARDED.

338. Combined baggage check and C. O. D. card, blue color, must be entered on Foreign Baggage Report G—Form 250, giving the same information as for excess collections, except that the amount to be collected by the terminal road will not be included in the money column, No. 9, of such report, but carried to column 10, and marked C. O. D.

339. C. O. D. card, salmon color, when used from one grand division to another on our system of lines (*for example: Pennsylvania Railroad Division to United Railroads of New Jersey Division, Philadelphia & Erie Railroad Division, Northern Central Railway, or vice versa*), will be entered on Foreign Baggage Report G—Form 250, giving

the same information as required for a C. O. D. forwarded to foreign points. (See paragraph 338.)

340. C. O. D. card, salmon color, when used on our lines exclusively local, must be entered in Local Baggage Report G—Form 264, at the bottom of the report, giving all the information required by the headings for excess baggage collected at station, except that the amount must not be included in the total of column No. 9, nor carried to the total column, No. 12, but noted as "C. O. D." in column No. 12.

NOTE.—Paragraphs 339 and 340 apply only to Baggage Agents furnished with salmon-colored cards, which are used only when baggage is checked by Transfer Companies.

C. O. D. BAGGAGE RECEIVED.

341. For collections made on baggage received from a foreign road bearing a C. O. D. card, Baggage Agents will issue a green excess check of our issue, in exchange for card received with the baggage, noting on such check the number of the foreign-road card, amount, number of pounds, starting point, destination, &c., giving the same information on G—Form 250, on which the excess check must be accounted for. Both check and card are to be sent immediately to the General Baggage Agent.

342. Collections made on baggage bearing a C. O. D. card, salmon color, received from a foreign point within our system, will be reported on G—Form 250 in the same manner as other excess baggage collections made on baggage for-

warded, but with note in the margin of the report that it was a "C. O. D." item.

343. Collections made on baggage received from a local point bearing a C. O. D. card, salmon color, will be reported on G—Form 264 in the same manner as other excess baggage collections made on baggage forwarded, but with note in column No. 9, over the amount, that it was a "C. O. D." item.

344. For collections made on baggage received from a point within our system, whether Foreign or Local, and not bearing a C. O. D. card, the charges will be collected and sent to Forwarding Baggage Agent as provided for in General Baggage Agent's Circular of January 1st, 1891.

345. Under head of "Route," Baggage Agents will simply enter destination to which Extra Baggage is checked, when it is different from that of the ticket as entered in "Destination" column.

PREPAID BAGGAGE FORWARDED.

346. Form 97, red card, for use to points on the same principal division, must be entered on Local Baggage Report G—Form 264, giving all the information required by the headings and entering in column 9 the amount collected.

347. Form 98, yellow card, for issue to points from one principal division to another (*for example: from a point on the Pennsylvania Railroad Division to a point on the United Railroads of New Jersey Division, Philadelphia & Erie*

Division, Philadelphia, Wilmington & Baltimore Railroad, and Northern Central Railway, or vice versa); or from or to a point on the Bedford Division, passing over the Huntingdon & Broad Top Railroad; or on the United Railroads of New Jersey Division, passing over the New York & Long Branch Railroad; or on the Schuylkill Division or Philadelphia & Erie Division, passing over the Lehigh Valley Railroad between Pottsville and Hazleton, must be entered on Foreign Baggage Report G—Form 250, giving all the information required by the headings and entering in column 9 the amount collected.

348. Green card, combined Baggage and Excess Check, for use only to points on Foreign Roads—that is, roads beyond the Pennsylvania Railroad System—must be entered on Foreign Report G—Form 250.

PERSONAL SIGNATURES.

349. PERSONAL SIGNATURES will be required to certificate in books G—Forms 267 and 414, and on blanks G—Forms 250, 259, 264, and 267, never allowing a clerk or assistant to sign unless specially authorized.

350. Baggage Agents using any books or blanks prepared for Ticket Agents, must in all cases correct the reading to apply to their business, and sign as Baggage Agent.

PART III.

INSTRUCTIONS

TO

PACKAGE AGENTS

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LIST OF BOOKS, BLANKS AND ENVELOPES

REFERRED TO IN THE FOLLOWING INSTRUCTIONS.

BOOKS.

G—Form 290—A. P. R., Receipt Book.

BLANKS.

G—Form 252—A. P. R., Daily Report of Package Checks Issued.

“ 622—A. P. R., Detailed Statement of Packages or Parcels remaining on hand in Package Room at Station.

“ 647—A. P. R., Memorandum of Remittance.

“ 59—G. B. A.—A. P. R., Receipt for Package Delivered.

ENVELOPES.

G—Form 200—A. P. R., To enclose Receipted Invoices for Tickets.

CHECKING PACKAGES AND MAKING CHARGES.

351. In checking packages and making charges therefor and collections, comply with instructions of General Baggage Agent, viz.:—

The prescribed charges for the care of packages or other articles are—

For each day (of twenty-four hours) or fraction thereof, up to five days, including day of issue, ten cents per day.

For each day or fraction thereof, after the first five days, five cents per day.

SUPPLIES.

352. Requisition for supplies of tags must be made on the General Baggage Agent.

353. Requisition for books, blanks and stationery must be made on the Ticket Receiver.

OFFICE RECORDS.

354. The Record Books should be kept neatly (*that is, clean of ink spots, erasures, &c.*), and they must be conveniently located for use and carefully preserved.

355. The various collections of the day must be correctly and promptly recorded in the prescribed books, and the entries made in *ink*, so that in the event of sickness or accident, they may be readily taken up by some other person; and also be in good condition for examination by any person authorized to visit the office.

356. Office Records must be retained until they are *six* years old. Any over this date should be sent in addressed to the Auditor of Passenger Receipts, with advice thereof sent separately by letter; or they may be forwarded by instructions from Special or Route Agents.

INVOICES.

357. On receipt of an invoice of package checks, carefully count them and see that they agree as to consecutive numbers represented by the invoice. If found correct, sign and forward the invoice to this office *promptly* in envelope G—Form 200.

358. If the tags furnished do not agree with the invoice, communicate at once with the General Baggage Agent and have the irregularity corrected before signing and disposing of the invoice.

359. Package Agents who are also agents for the Union News Company must sign all reports, invoices, &c., connected with the package business, thus: "Union News Co.," per (*name of Package Agent*).

ISSUING PACKAGE CHECKS.

360. All checks should be issued in regular, consecutive order; and should a break in the numbers occur, Package Agents must make note on their reports G—Form 252 for the day on which such break is reached or passed, explaining in reference thereto.

361. In issuing checks, Package Agents must be careful to plainly designate on the corresponding tags the time of day and date of issue; and when the checks are collected and packages delivered, the time and date of delivery must also be stated on the tags. Care must be observed to securely fasten the tags to the packages or parcels for which the respective checks are issued, so that they may not become detached in handling.

DAILY REPORTS.

362. Package Agents must report daily, on blank G—Form 252, "Daily Report of Package Checks Issued," the commencing and closing number of checks issued for the day, as well as the number issued and amount received therefor; also the numbers of the checks issued on the current day that have not been returned by the holders, as well as the numbers of the checks of the previous day's issue which have been received within the time-limit of twenty-four hours covered by the payment at the time of the issue of the check, and for which, therefore, no additional

collection is required; following which must be shown checks received which have been held beyond one day (twenty-four hours), stating the days held and the additional amount collected.

363. The checks collected, with tags belonging thereto, must be arranged in a package, the lowest number on top, and promptly delivered with report G—Form 252, and money represented thereon, to the Ticket Receiver to whom the respective Package Agents report, and a receipt for the cash taken in book G—Form 290.

364. When the payment of charges due on a package is wholly or partially canceled by an authorized person, the order or written authority canceling or reducing the charge must be attached to the report G—Form 252 for the day on which the package is delivered, and notation in relation to the matter made on such report.

CARE OF MONEY.

365. The care of moneys accruing from the business of the office is of the utmost importance. Package Agents must, therefore, give it personal supervision.

366. Package Agents will be held responsible for counterfeit money, and for mutilated or defaced coins or notes received by them in the course of business.

367. PACKAGE AGENTS ARE FORBIDDEN TO USE THE COMPANY'S MONEY FOR THEIR OWN PERSONAL USE.

368. Package Agents being responsible for their cash receipts, and also for cash books and other property pertaining to the business intrusted to them, no one but the Package Agent or authorized assistants must be allowed access thereto.

MONTHLY REPORTS.

Memorandum of Remittance, G—Form 647.

369. Promptly at the end of each month, Package Agents must deliver to the Ticket Receiver, to whom they report, a statement, on blank G—Form 647, of the total amount of cash shown by their receipt-books G—Form 290 to have been deposited by them on account of or representing collections made during the month covered by the statement.

Report G—Form 622.

370. At the close of business on the last day of each month, Package Agents must make report, on blank G—Form 622, of all packages, parcels, &c., which they have on hand uncalled for, and which were checked during the current month or prior thereto, giving, in numerical order and series, the numbers of the tags, description of the articles to which attached and the date of issue of same, and promptly deliver such report to the Ticket Receiver for forwarding to the Auditor of Passenger Receipts.

UNCLAIMED PACKAGES.

371. In order that the records in the office of the Auditor of Passenger Receipts may be properly kept, Package Agents must promptly make report, on blank G—Form 622, of all packages, &c. (*for which checks have been issued*), which, by order of the General Baggage Agent, they forward to his office from time to time by reason of being unclaimed at the end of sixty days. In making such report, the heading of the blank must be changed accordingly and a description of the articles given, with the serial letters and consecutive numbers of the tags attached to the respective packages. This report will also be forwarded through the office of the Ticket Receiver.

LOST PACKAGE CHECKS.

372. In case a person demands a package, &c., claiming that the check for it has been lost or mislaid, Package Agents must exercise the utmost precaution to have such person fully describe the package, parcel or article, and be reasonably sure that the claimant is the owner thereof before delivering it. Should there be any doubt in the mind of the Package Agent as to the ownership of the article, he will refuse to deliver it, and at once communicate the facts to the General Baggage Agent, and ask for instructions in regard thereto. If, however, the claimant fully proves ownership or right to possession of package, and

it is delivered to such person, receipt must be taken on blank G. B. A.—Form 59, the Package Agent collecting only the amount due (if any) for the time held in excess of the day paid for at the time of the issue of the check. These receipts, G. B. A.—Form 59, must be attached to the daily report, G—Form 252, for the day on which the package is delivered, and with which the tag belonging to the article is forwarded, and note made on such report referring to the matter.

SPECIAL AND ROUTE AGENTS' VISITS.

373. When Special and Route Agents or other accredited representatives of the Company visit an office, they must be afforded proper facility for prosecuting their work, and Package Agents should render assistance when necessary, and furnish all information desired.

PART IV.

INSTRUCTIONS

TO

BAGGAGE MASTERS.

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LIST OF BOOKS, BLANKS AND ENVELOPES

REFERRED TO IN THE FOLLOWING INSTRUCTIONS.

BOOKS.

- G—Form 253—A. P. R., Record of Marketing and Packages forwarded in Baggage Car on Passenger Trains.
- “ 256—A. P. R., Record of Marketing and Packages received from Baggage Car on Passenger Train.
- “ 290—A. P. R., Receipt-Book.

BLANKS.

- G—Form 255—A—A. P. R., Manifest of Articles Shipped by Market Train.
- “ 255—C—A. P. R., Memorandum of Articles forwarded by Passenger Trains.
- “ 282—A. P. R., Conductors' Report of Trains Run, Cash Collected, Tickets Issued, &c.
- “ 292—A. P. R., Report of the Number of Cans of Milk Carried.
- “ 349—A. P. R., Report of Ticket Mileage, &c., for Train Earnings.
- “ 647—A. P. R., Memorandum of Remittance.

ENVELOPES.

- G—Form 220—A. P. R., To enclose G—Form 255—A. P. R., Memorandum of Articles forwarded by Passenger Train on P., W. & B. R. R.

HANDLING BAGGAGE, MARKETING, &c.

374. In the handling of baggage, marketing &c., comply with instructions of General Baggage, Agent and governing transportation officer.

MILK AND CREAM SHIPMENTS.

Tickets or Tags Required.

375. Baggage Masters or other employes in charge of baggage cars of trains on which milk and cream are carried on tickets or tags, must collect the tickets required for the shipments, or detach same from the cans when of tag form, being careful to see that a sufficient number is received to cover the cans carried.

Report of Collections.

376. After the collections of tickets or tags, make up a report on blank G—Form 292 for the train, showing the number of cans received from the respective stations, with their several destinations and the number of tickets collected therefor. After all the shipments on a trip have been entered, the totals of the several columns on the report should be made and the certificate thereon signed by the Baggage Master in the provided space.

Disposition of Tickets and Reports.

377. The reports G—Form 292 for each trip, together with the tickets or tags collected, must

be delivered or forwarded, as the case may be, to the Milk Receiver or Ticket Receiver designated by current instructions to receive them. *Promptness* in connection with the turning in of such tickets and reports is especially necessary, and Milk Receivers and Ticket Receivers are instructed to report any negligence in such particular on the part of Baggage Masters.

378. Milk Receivers are located at certain points on the line of these roads, to whom should be delivered the milk tickets and reports covering shipments carried on trains running to such stations; but on portions of the line where no such offices are located, or where from other cause they are not deemed available, Baggage Masters will deliver or forward their tickets and reports to the Ticket Receivers designated by instructions issued from time to time covering the specific cases. It is the intention that in these latter instances the milk-ticket collections should be handled by the same Ticket Receiver to whom the Conductor of the train on which the milk is carried to its destination turns over the regular passage tickets.

379. In cases where the Ticket Receiver designated to handle milk tickets is located at a point which is not reached by the Baggage Master by whom the milk is carried to destination, the tickets and reports G—Form 292 therefor should be handed to the Conductor of the train on which the shipments are carried, for forwarding to Ticket Receiver with his collections.

Cash Collections.

380. When *money* is collected by Baggage Masters for shipments of milk or cream, by reason of shippers not being provided with tickets therefor, the several amounts should be stated in the appropriate column on the report G—Form 292 for the trip, and the money turned over to the Milk Receiver with the report. If, however, the collection is made on a train, the milk tickets and reports for which are required to be delivered to a Ticket Receiver, the money should be handed to the Conductor of such train for entry on his report, G—Form 282.

381. Reports must be made by Baggage Masters for money or tickets received for transportation of milk or cream returned to shippers, in same manner as for ordinary shipments.

382. By reason of the small number of milk shipments on some of the divisions or roads, it has been considered unnecessary to furnish blanks G—Form 292 on which to report same; Baggage Masters on such portions of the line will, under such circumstances, hand the milk tickets collected to the Train Conductor for entry on his report G—Form 349.

Shipments Destined to Points Beyond Run of Baggage Master.

383. When shipments are received which require to be transferred in order to reach destination, or are destined to points beyond the run of the Baggage Master by whom first received, they

should not be entered by him on the report on which are shown the shipments which he will carry to destination, but must be entered on a report, G—Form 292, by themselves, which latter report, with the tickets shown thereon, must be allowed to accompany the cans to destination.

384. If the connection at point of transfer or end of run is not sufficiently close to admit of the tickets and reports being handed by one Baggage Master directly to his successor, they should be turned over to the Baggage or Ticket Agent for delivery to the Baggage Master who next receives the milk; but whenever possible, the transmittal should be direct from one Baggage Master to the other.

Supply of Blanks G—Form 292.

385. Supply of blanks G—Form 292 may be obtained by Baggage Masters from the Milk Receiver or Ticket Receiver to whom their respective collections are required to be delivered or forwarded.

**SHIPMENTS OF MARKETING, &c., ON
PASSENGER TRAINS, SCHUYLKILL
DIVISION.**

Manifests and Tickets Required.

386. Baggage Masters of trains on SCHUYLKILL DIVISION on which market cars are hauled, must obtain, for all shipments of marketing, manifests G—Form 255—A, made by Ticket Agents at the several stations, together with market tickets of

denominations equaling in value the total amount of charges shown on the respective manifests. The tickets must be carefully examined by Baggage Master at time of receipt, to see that the proper amount has been secured.

Shipments from Non-Ticket Stations.

387. When shipments are made from non-ticket stations, the necessary manifests covering same must be made by Baggage Master, who will also collect from the shipper the required tickets or cash.

Cash Collections.

388. When cash is collected by Baggage Masters for shipments in market cars, such fact should be noted on the manifest; and when both tickets and cash are received for shipments covered by the same manifest, the amount of each must be shown separately.

Shipments to Philadelphia.

389. The manifests covering shipments to Philadelphia must accompany the market car to its destination at Thirty-first and Chestnut Streets, for use in connection with the delivery of the articles. The tickets should be made into a package (*each denomination by itself*), endorsed by the Baggage Master to show number of train, date and his name, and delivered by him to the Ticket Receiver at Philadelphia, Broad Street Station, for comparison with manifests, which will be sent him by the agent at Thirty-first and Chestnut Streets.

Shipments from Philadelphia.

390. The tickets required to cover charges for shipments from Philadelphia carried in market cars on westward trips, will be collected by the Freight Agent at Thirty-first and Chestnut Streets, and forwarded to the Ticket Receiver at Philadelphia, Broad Street Station, to whom the Baggage Masters must deliver or forward the manifests which have accompanied the shipments to destination.

Daily Reports.

391. In addition to the manifests made by Baggage Masters for shipments for which they collect cash, they will make a report, on blank G—Form 282, in copying ink, for the days on which such collections are made, and on which report should be stated the number of train, time and place of departure and arrival of same, points from and to which cash collections are made, and the amount, and notation made that such money is “for market shipments.” The report G—Form 282 must be signed as Baggage Master and delivered, with amount of money shown thereon, to the Ticket Receiver, and receipt for the amount taken in book G—Form 290.

Monthly Memoranda of Remittance, G—Form 647.

392. Promptly at the end of each month, Baggage Masters must deliver or forward to the Ticket Receiver a statement, on blank G—Form 647, of the total amount of cash shown by their receipt-books G—Form 290 to have been deposited by them on account of, or representing, collections made during the month covered by the statement.

Supplies.

393. The necessary blanks, stationery, &c., required by Baggage Masters for use in connection with the proper handling of market business, can be obtained from the Ticket Receiver at Broad Street Station.

**SHIPMENTS OF MARKETING, &c., ON
PHILADELPHIA, WILM. & BALTO. R. R.**

Memorandums for Shipments.

394. When articles of marketing are carried in baggage cars on passenger trains, Baggage Masters must see that all shipments received from stations at which Baggage Agents are located, are accompanied by memorandums G—Form 255—C, showing date, train, &c., as called for by the several headings.

395. Baggage Masters must sign a receipt for all articles received from Baggage Agents in book G—Form 253.

396. *All* articles received must be checked by Baggage Masters against the memorandums, and the correctness of same certified to, or notation made of any discrepancies discovered.

Shipments from Non-Ticket Stations.

397. When shipments are made from non-ticket stations, charges for the shipments must be collected by the Baggage Master on train, using rates furnished by the General Baggage Agent.

398. An entry must be made in book G—Form 256 of all shipments for which collections are made by Baggage Masters, entering the starting-point in column headed "From," and stating destination of the several shipments, giving all the information called for under the respective headings.

399. From book G—Form 256, Baggage Masters must make up memorandums G—Form 255—B. M. for all articles received from non-ticket stations, making a separate memorandum for each destination.

400. ALL memorandums made by Baggage Masters must be numbered in *consecutive* order as *issued*, commencing with number 1 on January 1st of each year.

401. In book G—Form 256, Baggage Masters must also copy from memorandum G—Form 255—C, made by agents, the shipments of articles destined to non-ticket stations.

402. Receipts must be taken in book G—Form 256, from persons to whom articles are delivered at non-ticket stations.

Disposition of Cash Collections.

403. The money collected by Baggage Masters for shipments as provided, must be delivered by them to the Ticket Agent at end of run of train on which received, as promptly as possible after arrival thereat, taking receipt in book G—Form 290 from the person receiving same. No such deposits should, however, be made with the Ticket Agents at Broad Street Station, Phila., Wilmington or Union Station, Balto., but with the *Baggage Agents* at these stations.

Disposition of Memorandums.

404. All memorandums received by Baggage Masters, as well as those made by them, must be handed to Baggage Agent at points of delivery of articles stated thereon, and at the time of delivery. When shipments are destined to non-ticket stations, the memorandums for same must be forwarded by Baggage Masters to the Auditor of Passenger Receipts, in envelope G—Form 220, immediately on arrival at end of run of train on which the shipments are made.

Shipments Covered by Package Stamps, &c.

405. It is not intended that the foregoing shall in any way affect the present regulations regarding the transportation, within certain territory, of articles the charges for which are covered by "package stamps," or of milk and cream shipments for which tickets are required to be collected.

Supplies.

406. The necessary books, blanks and envelopes required by Baggage Masters for use in connection with the proper handling of the market business, can be obtained of the Ticket Receivers on the Philadelphia, Wilmington & Baltimore Railroad.

**MARKET TRAIN AGENT,
WEST PENNSYLVANIA DIVISION.**

Manifests and Tickets Required.

407. The Market Train Agent on West Penna. Division must obtain from agents manifests G—Form 255—A, made by Ticket Agents at the several stations, for all shipments of marketing, together with market tickets of denominations equaling in value the total amount of charges shown on the respective manifests. The tickets should be carefully examined at time of receipt, to see that the proper amount has been secured.

Shipments from Non-Ticket Stations.

408. When shipments are made from non-ticket stations, the necessary manifests covering same must be made by the Market Train Agent, who will also collect from the shipper the required tickets or cash, using for such purpose the rates given in Market Tariff issued by Division Ticket Agent.

Disposition of Manifests and Tickets.

409. The manifests received from Ticket Agents, as well as those made by Market Train Agent, each trip, must be delivered as promptly as possible, after arrival of train, to the Ticket Receiver at Allegheny City, together with the tickets collected. Should payment be made in cash for the whole or any part of shipments from non-ticket stations, notation of such fact must be made on manifest by Market Train Agent, stating what portion of the total amount is represented by cash and what amount by tickets.

410. The market tickets collected must be canceled once by Market Train Agent, with the cutter provided for such purpose, as soon after their receipt as possible, being careful to avoid cutting out any of the numbers or denominations printed on the face of the tickets.

*Daily Report G—Form 282 and
Cash Collections.*

411. A report must be made by Market Train Agent, on blank G—Form 282, for each day on which the market train is run, on which should be stated the numbers of trains, time and place of departure and arrival of same, points from and to which cash collections for marketing are made, and the amount; or, if no money is collected on a trip, the words "No collections" should be written on the report therefor. This report, G—Form 282, must be signed by Market

Train Agent and delivered, with amount of money shown thereon, to the Ticket Receiver at Allegheny City, and his receipt taken in book G—Form 290.

412. Market Train Agent will make notation on his report G—Form 282 in regard to any irregularities connected with the market business which may come to his notice.

Errors on Manifests.

413. When manifests on which errors have been detected by Ticket Receiver are given to Market Train Agent to return to Ticket Agents for inspection, the Market Train Agent should endeavor to have prompt correction made by Ticket Agent, who will, if the nature of the error requires it, add or deduct the necessary amount from total of manifest for some subsequent date to adjust, and note on same the date of the manifest for which the correction is made.

Memorandum of Remittance, G—Form 647.

414. Promptly at the end of each month, Market Train Agent must deliver to the Ticket Receiver a statement, on blank G—Form 647, of the total amount of cash shown by receipt book G—Form 290 to have been deposited by him on account of or representing collections made during the month covered by the statement.

Supplies.

415. The necessary blanks, stationery, &c., required by Market Train Agent for use in connection with the proper handling of matters under his charge, will be supplied by Ticket Receiver.

**EXCESS BAGGAGE COLLECTIONS ON
TRAINS.**

416. Baggage Masters on trains making collections for excess baggage on which charges have not been paid, will turn such collections over to Baggage Agent at destination, as instructed by the General Baggage Agent.

DISPOSITION OF CORPSE TICKETS.

417. Baggage Masters on train receiving corpses for transportation must secure from Baggage Agent tickets as required, faced "Corpse," as instructed by the General Passenger Agent and General Baggage Agent, which must be turned over to Train Conductor.

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PART V.

INSTRUCTIONS

TO

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LIST OF BLANKS AND ENVELOPES

REFERRED TO IN THE FOLLOWING INSTRUCTIONS.

BLANKS.

G—Form 277—A. P. R., Report of Special Milk-Wagon
Round-Trip Tickets over the Camden &
Philadelphia Steamboat Ferry.

“ 282—A. P. R., Conductor's Report of Trains Run,
Cash Collected, Tickets Issued, &c.

“ 292—A. P. R., Report of the Number of Cans of
Milk Carried.

ENVELOPES.

G—Form 205—A. P. R., Addressed to Auditor of Passenger
Receipts.

DISPOSITION OF REPORTS AND TICKETS.

418. Milk Receivers' offices have been established at several points on the line of these roads, with the view of facilitating the delivery of milk shipments, and the receipt, checking and transmission of equivalents collected for same, &c.

419. Baggage Masters, or other employes, in charge of cars in which milk and cream are carried, are instructed to promptly turn over to Milk Receivers, or Ticket Receivers, or such other designated person, on arrival at destination, all tickets collected for the transportation of milk and cream carried, together with reports G—Form 292.

420. Reports G—Form 292 must be examined and the tickets inspected and counted, to see that they are sufficient to cover the transportation of the number of cans reported carried, after which any other information required by the reading of the blank to be filled in by Milk Receivers should be completed, and the certificate as to correctness, &c., signed.

421. The tickets received for milk and cream shipments must be canceled by Milk Receivers with punch provided for such purpose, being careful to avoid cutting into any numbers on the tickets, and the collections for each train, together

with the reports, made into a separate package for forwarding, each package being endorsed to show plainly the train and date on which collected.

422. Reports on blank G—Form 292 must be made by Baggage Masters for money or tickets received for milk or cream returned to shippers, which collections and reports should be treated in same manner by Milk Receivers as are those covering ordinary milk shipments.

423. Milk Receivers will forward to the Auditor of Passenger Receipts daily, through the designated channels, all tickets and reports therefor received at their offices.

424. Milk Receivers will report to the Auditor of Passenger Receipts any instances in which Baggage Masters habitually neglect to promptly turn in their reports and ticket collections, as required, or fail in other respects to properly perform the duty assigned them as relates to the securing of tickets, &c., for shipments of milk and cream.

425. On portions of the line where Milk Receivers' offices are not located, or where such offices are not considered available, the tickets and reports for milk and cream are delivered by Baggage Masters to the Ticket Receiver at end of run of train, or handed to Conductor for delivery or forwarding, according to instructions issued to cover the specific cases. In such instances, the counting, &c., of tickets and examination of reports are performed by Ticket Receivers in same manner as by Milk Receivers.

CASH RECEIPTS.

426. The money which is received by Milk Receivers from Baggage Masters for the transportation of milk, and which is shown on reports G—Form 292, must be attached to the report on which entry thereof is made, and such report forwarded with others for the day. In the cases in which milk-ticket collections are handled in Ticket Receivers' offices, the money received by the Baggage Masters must be turned over to the Conductor of the train on which the shipment is carried, who will enter it on his report G—Form 282, with a note of explanation to show from what source derived.

ORDERS AND INSTRUCTIONS TO BE KEPT ON FILE.

427. All orders, instructions or decisions extending in application beyond the present time, and which may be required for future reference, should be kept on file, and in such condition that they may be readily referred to if necessary.

DATING STAMPS AND PUNCHES.

428. Milk Receivers will be furnished by the Auditor of Passenger Receipts with the necessary dating-stamps and punches.

REGULATIONS REQUIRING MILK CANS TO BE MARKED.

429. Milk Receivers will see that the regulations requiring milk cans to be marked with name of shipper, &c., are complied with, and will report any instances which come to their notice where such requirements are, in their opinion, persistently disregarded.

DAILY REPORT REQUIRED OF MILK RECEIVER AT CAMDEN.

430. The Milk Receiver at Camden will make, daily, to the Auditor of Passenger Receipts, a report, on blank G—Form 277, of the "milk-wagon" tickets which he issues (*in exchange for the coupons from milk tickets reading to Philadelphia*) for the transportation of wagons over the ferries to and from Camden, the point of delivery of milk. Special care must be exercised, in issuing such tickets, to correctly state on same the number and kind of cans represented by the coupons exchanged. The coupons received during a day should be made into a package, endorsed with date of receipt, and forwarded with other milk-ticket collections.

REQUISITION FOR FERRY TICKETS.

431. Milk Receiver at Camden will make requisition for milk-wagon tickets on Division Ticket Agent.

OFFICE SUPPLIES.

432. Requisition for books, blanks, envelopes and stationery must be made upon the Comptroller.

433. Economy must be observed in the use of blanks, stationery, &c., furnished, and Milk Receivers will direct the attention of the Auditor of Passenger Receipts to any unnecessary or excessive stocks of same which they may have.

434. The blanks, G—Form 292, for use in reporting shipments of milk and cream, will be supplied by Milk Receivers to Baggage Masters who report to them, and by Ticket Receivers to those whose collections are handled through their offices.

PART VI.

GENERAL INSTRUCTIONS

TO

ALL BRIDGE COLLECTORS.

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LIST OF BOOKS, BLANKS AND ENVELOPES

REFERRED TO IN THE FOLLOWING INSTRUCTIONS.

BOOKS.

- G—Form 257—B—A. P. R., Record of Ticket Sales, Columbia Bridge.
- “ 267—A. P. R., Monthly Cash Exhibit.
- “ 271—A. P. R., Record of Local Tickets.
- “ 278—A. P. R., Record of Ticket Sales, Trenton Delaware Bridge.
- “ 290—A. P. R., Receipt Book.
- “ 454—A. P. R., Daily Exhibit of Passenger Business, Nanticoke Bridge.
- “ 42—A. F. R., Receipt Book for taking receipts when remittances are forwarded by express.

BLANKS.

- G—Form 257—A—A. P. R., Daily Report of Tickets for use on Columbia Bridge.
- “ 263—A. P. R., Daily Report of Tickets for use on Trenton Delaware Bridge.
- “ 267—A. P. R., Monthly Cash Exhibit of Passenger Business.
- “ 268—A. P. R., Memorandum of Remittance Account Passenger Business.
- “ 269—A. P. R., Report to Treasurer of Cash Remitted Account Ticket Sales.
- “ 273—A. P. R., Statement of Local Tickets returned.
- “ 453—A. P. R., Daily Report of Tickets for use on Nanticoke Bridge.
- “ 647—A. P. R., Memorandum of Remittance.

ENVELOPES.

G—Form 200—A. P. R., to enclose Receipted Invoices for Tickets.

“ 202—A. P. R., to enclose Agents' Monthly Reports.

“ 204—A. P. R. } addressed to Auditor Passenger

“ 205—A. P. R. } Receipts.

“ 239—A. P. R., Envelope, to enclose Cash and Tickets collected by Conductors, addressed Ticket Receiver.

“ 56—A. F. R., to enclose G—Form 269 and Money, if remitting by Express to Bank, or to Treasurer direct.

HOURS OF DUTY.

435. Collectors will be governed by the instructions of Division Superintendents as to their hours of duty.

LOCATION OF BRIDGE COLLECTORS.

436. Agents or Collectors are located at each end of the Columbia, Nanticoke and Trenton Delaware Bridges, and the business generally is conducted through the use of tickets.

KEEPING OF OFFICE RECORDS.

437. The Record Books should be kept neatly (*that is, clean of ink spots, erasures, &c.*), and they must be conveniently located for use and carefully preserved.

438. The various sales or collections of the day must be correctly and promptly recorded in the prescribed books, and the entries made in *ink*, so that, in the event of sickness or accident, they may be readily taken up by some other person; and also be in good condition for examination by any person authorized to visit the office.

439. Office Records must be retained until they are *six* years old. Any over this date should be sent in addressed to the Auditor of Passenger Receipts, with advice thereof sent separately by letter; or they may be forwarded by instructions from Special or Route Agents.

OFFICE SUPPLIES.

440. Exercise economy in the use of blanks and stationery. Keep all supplies in an orderly manner in closets and drawers provided for their accommodation.

441. Before making requisition for books, blanks, envelopes and stationery, examine stocks very carefully, so that request may be made for only those actually required for **THREE MONTHS' USE**. Attention must be called to any unnecessary or excessive stock of blanks or envelopes on hand, or which may be received at any time.

CORRESPONDENCE.

442. Collectors must comply strictly with instructions, whether in printed or manuscript form.

443. All communications *from* this office in relation to errors, omissions and corrections must be carefully noted, and inquiries therein *promptly* answered.

444. Letters *to* this office should be written in *ink* on Company's letter-headings. Only one subject should be embraced in a letter. In answering correspondence, the subject treated of should be referred to, together with the *number* designating the room from which the letter was written.

445. Correspondence for this office must be enclosed in envelopes G—Form 204 or 205.

SPECIAL AND ROUTE AGENTS' VISITS.

446. When Special and Route Agents or other accredited representatives of the Company visit an office, they must be afforded proper facility for prosecuting their work, and collectors should render assistance when necessary, and furnish all information desired.

TICKET STAMPS AND PUNCHES.

447. Collectors are furnished by the Auditor of Passenger Receipts with one ticket-stamp and two punches (*one punch to be held in reserve for service in case the one in use becomes disabled*).

CHANGING DATE IN TICKET STAMP.

448. At the hour Collectors close daily ticket reports, the date in ticket stamps must be changed, when an impression should be taken to see that it is correct as to day, month and year. Frequent inspection of stamps should be made during the day to guard against errors in dating tickets.

CARE OF MONEY.

449. The care of moneys accruing from the business of the office is of the utmost importance. Collectors must, therefore, give it personal supervision.

450. Collectors will be held responsible for counterfeit money, and for mutilated or defaced coins or notes received by them in the course of business.

451. COLLECTORS ARE FORBIDDEN TO USE THE COMPANY'S MONEY FOR THEIR OWN PERSONAL USE.

452. Collectors being responsible for their cash receipts, and also for cash-books and other property pertaining to the business intrusted to them, no one but the Collector or authorized assistants must be allowed access thereto.

INVOICES.

453. On receipt of an invoice of tickets, carefully examine *all tickets* as to their reading and numbers, and if any are found missing, mutilated, incorrectly or imperfectly printed as to reading or numbers, or in any manner rendered unfit for sale; or if the reading of the tickets does not correspond in all respects with the description given on the invoice, Collectors will withhold signatures, as instructed by note thereon, until they shall have corresponded with the Passenger Department and had the irregularity corrected. Send duplicate tickets to the General Passenger Agent or Division Ticket Agent, as the case may be.

454. When the tickets and invoices agree in all respects, place the usual check (✓) between the

commencing and closing numbers to indicate this fact.

455. Invoices must be *signed* by the Collectors *personally*.

456. Should any irregularity be discovered in tickets after invoices have been signed and sent in, correspond with the Auditor of Passenger Receipts, and await instructions.

457. Tickets and invoices agreeing, or having been made to agree, Collectors will enter the various classes of tickets in book G—Form 271, sign and forward the invoice to the Auditor of Passenger Receipts in envelope G—Form 200, or to the Ticket Receiver, as further instructed.

BOOK G—FORM 271, "RECORD OF LOCAL TICKETS."

458. In this book, Collectors will fill in all the blank spaces as required. Enter from invoices a record of all tickets in order named in books G—Forms 257—B, 278 and 454. Allow ten (10) lines for each class of tickets, stating the kind thereof in the column headed "Destination."

459. When the columns under "Tickets Received by Agent" have been filled out to "Balance on Hand ——" (*at the extreme right of each page*), this column will be used for making balance to be carried to subsequent page. This rule will apply in transferring all balances from an old to a new record.

PASSAGE TICKETS.

460. Passage tickets of various kinds have been provided for use on the bridges named herein, the face-reading of which, excepting the blank-book form, indicate specifically the traffic which they are designed to cover. In selling these tickets Collectors will be governed by the kind and amount of the service desired by the purchasers, stamping date of sale on all single forms of tickets and coupons of strip tickets which they issue.

ISSUING TICKETS.

461. In issuing tickets, printed or blank book, commence with the lowest number and so continue to issue in consecutive order.

BLANK-BOOK SALES.

462. In selling tickets from blank book, Collectors will fill in such tickets in accordance with the traffic which they are issued to cover, and also fill in on the stub same information, so as to be enabled to make proper report of sales.

ALTERATIONS OF TICKETS.

463. Alterations of tickets will *not* be permitted, and under no circumstances must any erasure or alteration of the reading on the face of a ticket,

or of the date on the back, be made after once being filled up.

464. When tickets have been filled up erroneously, they must not be issued, but must be marked "SPOILED" with INK, and others issued instead.

SPOILED TICKETS.

465. Collectors must take *special care* of "spoiled" tickets. They should be *so endorsed* or *canceled*, as, should they be lost in transit, or fall into improper hands, the result might be pecuniary loss to the Collector. All SPOILED or mutilated tickets must be attached to and forwarded with the report for the day on which the ticket was spoiled or mutilated, and explanatory note made on the daily report.

TICKETS ISSUED OUT OF ORDER.

466. Tickets of any kind sold out of order must be accounted for on daily report by actual numbers on the day of sale, and note made "Sold out of order," giving date, and a memorandum of the fact placed in the package or book. Sale must be resumed at the *lowest* number on hand, and a letter of advice sent to the Auditor of Passenger Receipts by Collectors at Columbia Bridge, and to the Ticket Receiver at Harrisburg by the Collectors at Nanticoke, and to the Ticket Receiver at Trenton by Collectors of the Trenton Delaware Bridge. When

the numbers sold out of order are *reached in sale*, their value must be *omitted* from books G—Forms 257—B, 278 or 454 (*and also from daily reports*), and note made “Sold out of order and accounted for,” giving *month* and *year*.

RECALLED TICKETS.

467: Tickets forwarded to this office as instructed by letters of recall, must be accompanied by G—Form 273, which will be furnished with each letter of recall. The commencing and closing numbers, inclusive, with date returned, must be entered in book G—Form 271, in **RED INK**, opposite the kind of tickets, and on the same line in “Date” and “Clos. No.” column.

PART VII.

SPECIAL INSTRUCTIONS

TO

COLUMBIA

BRIDGE COLLECTORS.

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INVOICES.

468. After an invoice of tickets has been found correct, and entry made in book G—Form 271, sign and forward to the Auditor of Passenger Receipts. (See paragraphs 453 to 456, inclusive.)

DAILY REPORTS.

469. A daily report, G—Form 257—A, will be required for each day in the week.

470. At the hour for closing daily reports, enter the closing numbers from the tickets in the case, or blank books, even if there be no sales. The commencing numbers for the day deducted from the closing numbers will give the numbers sold for the day. Extend value in "Amount" column, a total of which must be made and entered in space opposite "Total" at foot of report.

DISPOSITION OF DAILY REPORT AND TICKETS COLLECTED.

471. The daily ticket report, together with the day's ticket collections, each class of tickets arranged in consecutive order with the highest number on top, must be forwarded to the Auditor of Passenger Receipts in envelope G—Form 204.

BOOK G—FORM 257—B, "RECORD OF TICKET SALES."

472. Opposite the names of the various classes of tickets, at the beginning of each month, enter the commencing numbers of *all* tickets, which should

be the closing numbers of the previous month. When sales are made, enter opposite the kinds of tickets and, under the proper date, the closing numbers for that day, and so continue until the close of the month. The closing numbers of *all* stocks must be entered at the end of the month, whether sales have been made or not. Subtract the commencing numbers for the month from the closing numbers, and the result will be the total number sold of each kind. Extend money values in "Amount" column.

473. The total amount of each day's sales must agree with daily ticket report G—Form 257—A.

BOOK G—FORM 267, "MONTHLY CASH EXHIBIT."

474. Under "AMOUNT OF LOCAL SALES" will be entered *each day*, for the entire month, the ticket sales as represented by sheet and book G—Form 257.

475. In column headed "Miscellaneous," opposite "Balance from Previous Month," enter any *debit* or *credit* authorized by letter from this office to be carried forward from the previous month. Such amounts must be *added to* or *deducted from* the sum of the *first day's* sales, to make the "Total Amount Chargeable to Agent" for that day.

476. Book G—Form 267 must at all times be kept up in ink, and all the blanks, such as month, year, station, &c., filled in.

REMITTANCES.

477. REMITTANCES must be made *promptly* and in accordance with instructions issued by Treasurer, and the "Cash on Hand Not Remitted" must never exceed the prescribed amount. The date of entry on G—Form 267 must be that on which the money is actually receipted for.

478. When the amount of daily sales is small, and the money is not remitted daily, the "Cash on Hand Not Remitted" must be the sum of the daily sales until a remittance is made.

479. Remittances must be reported to the Treasurer and the Auditor of Passenger Receipts on the blanks provided therefor (G—Forms 268 and 269), and these must not be used to report moneys on any other account.

480. The closing remittance must always be made on the first day of the succeeding month, unless it should fall on a Sunday, in which event the final remittance for the previous month must be made on the second.

RECEIPTS FOR DEPOSITS.

481. Collector at Columbia must take receipt for money deposited in bank in book G—Form 290.

482. Collector at Wrightsville must enclose his deposits in envelope G—Form 56, together with G—Form 269, properly *seal* and note amount enclosed, and take receipt therefor from the Express Messenger in book G—Form 42.

SHEET G—FORM 267, "MONTHLY CASH EXHIBIT."

483. At the close of each month's business Collectors will make an exact copy of book G—Form 267, and forward it not later than the second day of the succeeding month to the Auditor of Passenger Receipts in envelope G—Form 202.

TICKETS FOR TRANSPORTATION.

484. Tickets will be required for every passenger or team, excepting parties holding bridge passes, detachments of Pennsylvania military, and persons holding railroad passes covering the line between Columbia and Wrightsville.

CANCELING TICKETS.

485. All tickets used for toll, excepting railroad tickets reading for passage beyond Columbia or Wrightsville, must be canceled by the Collector upon admittance to the bridge, and left in holder's possession for lifting by Collector at the opposite end of bridge.

486. When railroad tickets reading for passage between Columbia and Wrightsville are presented for foot-passage over the Columbia Bridge, they will be treated the same as bridge tickets generally, but when railroad tickets embracing travel over such bridge and reading to points south of Wrightsville or east or west of Columbia are presented for

foot-passage, the Collector to whom presented for admittance thereto will write the letter "B" in *blue* pencil, on the face of the ticket, to show that it has been used for bridge passage, and Collector at opposite end will pass the person on inspection of the ticket. When one-thousand-mile tickets are used for foot-passage over said bridge, the Collector to whom presented will cancel three (3) miles therein for such passage.

REPAIRING STAMPS AND PUNCHES.

487. When stamps or punches need repairs, advise the Auditor of Passenger Receipts.

REQUISITION FOR TICKETS.

488. Requisition for tickets must be made upon the Division Ticket Agent four (4) weeks in advance of the probable exhaustion of the supply on hand.

REQUISITION FOR BOOKS, BLANKS AND STATIONERY.

489. Requisition for books, blanks and stationery must be made on the Comptroller.

PART VIII.

SPECIAL INSTRUCTIONS
TO
NANTICOKE
BRIDGE COLLECTORS.

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INVOICES.

490. After an invoice of tickets has been found correct, and entry made in book G—Form 271, sign and forward to the Ticket Receiver at Harrisburg. (See paragraphs 453 to 456, inclusive.)

DAILY REPORTS.

491. A daily report, G—Form 453, will be required for each day in the week.

492. At the hour for closing daily reports, enter the closing numbers from the tickets in the case, or blank books, even if there be no sales. The commencing numbers for the day deducted from the closing numbers will give the numbers sold for the day. Extend value in "Amount" column, a total of which must be made and entered in space opposite "Total" at foot of report.

The Night Collector will not issue tickets, but will report, on blank G—Form 453, the number and amount of cash fares collected by him, and deliver report and money, together with the tickets collected on his tour, to the Day Collector located at the eastern end of the Bridge, who will include the amount of cash on his report G—Form 453 for the day, and forward the Night Collector's report and collections with his own.

DISPOSITION OF DAILY REPORTS AND CASH AND TICKET RECEIPTS.

493. The daily report G—Form 453, with the amount of money received as stated thereon, together with the tickets collected, each class arranged in consecutive order with the highest number on top, must be enclosed by Day Collectors in envelope G—Form 239, properly sealed, the amount of cash enclosed noted on same, and delivered daily to the Ticket Agent at Nanticoke (*for forwarding by Adams Express to the Ticket Receiver at Harrisburg*), taking his receipt therefor in book G—Form 290.

BOOK G—FORM 454, DAILY EXHIBIT OF PASSENGER BUSINESS.

494. Opposite the names of the various classes of tickets, at the beginning of each month, enter the commencing numbers of *all* tickets, which should be the closing numbers of the previous month. When sales are made, enter opposite the kinds of tickets, and under the proper date, the closing numbers for that day, and so continue until the close of the month. The closing numbers of *all* stocks must be entered at the end of the month, whether sales have been made or not. Subtract the commencing numbers for the month from the closing numbers, and the result will be the total number sold of each kind. Extend money values in "Amount" column.

495. The total amount of each day's sales must agree with daily ticket report G—Form 453.

MEMORANDUM OF REMITTANCE, G—FORM 647.

496. Promptly at the end of each month, Day Collectors must forward to the Ticket Receiver at Harrisburg, a statement on blank G—Form 647, of the total amount of cash shown by receipt-book G—Form 290 to have been forwarded on account of and representing the collections made during the month.

TICKETS FOR TRANSPORTATION.

497. Tickets will be required for every passenger or team (*excepting parties holding bridge passes*) crossing the bridge during the time the Day Collectors are on duty. For foot passengers and teams crossing during the tour of the Night Collector, cash fares must be collected in the absence of tickets or passes.

RECORD OF FREE TRAVEL.

498. Collectors must keep a record of the number of *passengers* and *teams* passed *free*, and enter such information on lines provided at the bottom of daily reports.

CANCELING TICKETS.

499. All tickets used for toll during day tour must be canceled by the Collector upon admit-

tance to the bridge, and left in holders' possession for lifting by Collector at the opposite end of bridge. On night tour the tickets must be lifted and canceled on presentation.

REPAIRING STAMPS AND PUNCHES.

500. When stamps or punches need repairs, notify Ticket Receiver at Harrisburg.

REQUISITION FOR TICKETS.

501. Requisition for tickets must be made upon the General Passenger Agent four (4) weeks in advance of the probable exhaustion of the supply on hand.

REQUISITION FOR BOOKS, BLANKS, ENVELOPES AND STATIONERY.

502. Requisition for books, blanks, envelopes and stationery must be made upon the Ticket Receiver at Harrisburg.

PART IX.

SPECIAL INSTRUCTIONS

TO THE

TRENTON DELAWARE BRIDGE COLLECTORS.

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INVOICES.

503. After an invoice of tickets has been found correct, and entry made in book G—Form 271, sign and forward to the Ticket Receiver at Trenton. (See paragraphs 453 to 456, inclusive.)

DAILY REPORTS.

504. A daily report, G—Form 263, will be required for each day in the week.

505. At the hour for closing daily reports, enter the closing numbers from the tickets in the case, or blank books, even if there be no sales. The commencing numbers for the day deducted from the closing numbers will give the numbers sold for the day. Extend value in "Amount" column, a total of which must be made and entered in space opposite "Total" at foot of report.

DISPOSITION OF DAILY REPORTS AND CASH AND TICKET COLLECTIONS.

506. The daily ticket report, with the day's ticket collections, each class of tickets arranged in consecutive order with the highest number on top, must be made in a package, and, together with the cash collections, delivered to the Ticket receiver at Trenton, who will call for same.

507. Collectors will take a receipt in book G—Form 290 for amount of money delivered to Ticket Receiver.

BOOK G—FORM 278, RECORD OF TICKET SALES.

508. Opposite the names of the various classes of tickets, at the beginning of each month, enter the commencing number of *all* tickets, which should be the closing numbers of the previous month. When sales are made, enter opposite the kinds of tickets, and under the proper date, the closing numbers for that day, and so continue until the close of the month. The closing numbers of *all* stocks must be entered at the end of the month, whether sales have been made or not. Subtract the commencing numbers for the month from the closing numbers, and the result will be the total number sold of each kind. Extend money values in "Amount" column.

509. The total amount of each day's sales must agree with daily ticket report G—Form 263.

MEMORANDUM OF REMITTANCE, G—FORM 647.

510. Promptly at the end of each month, forward to the Ticket Receiver at Trenton, on blank G—Form 647, the total amount of cash shown by receipt-books G—Form 290 to have been deposited on account of or representing cash collections made during the month.

TICKETS FOR TRANSPORTATION.

511. Tickets will be required for every passenger or team, excepting parties holding bridge passes.

512. Strip tickets, Forms 5 and 6 for foot-passengers, and Forms 11 and 12 for vehicle with one horse, or for man and horse, sold for passage over Trenton Delaware Bridge, are to be issued only in lots of five strips, ten strips, &c.; Forms 18 and 19, "Special," strips for vehicle with one horse, or for man and horse, in lots of one hundred strips.

513. For the toll of vehicles with more than one horse, one additional card or strip ticket will be required for each additional horse.

RECORD OF FREE TRAVEL.

514. Collectors must keep a record of the number of passengers *passed free*, and enter such information on lines provided at the bottom of daily reports.

CANCELING TICKETS.

515. All tickets used for toll must be canceled by the Collector upon admittance to the bridge, and left in holders' possession for lifting by Collector at the opposite end of bridge.

REPAIRING STAMPS AND PUNCHES.

516. When stamps or punches need repairs, notify Ticket Receiver at Trenton.

REQUISITION FOR TICKETS.

517. Requisition for tickets must be made upon the Division Ticket Agent four (4) weeks in advance of the probable exhaustion of the supply on hand.

REQUISITION FOR BOOKS, BLANKS, ENVELOPES AND STATIONERY.

518. Requisition for books, blanks, envelopes and stationery must be made upon the Ticket Receiver at Trenton.

