

AGENT

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TREASURY DEPARTMENT

INSTRUCTIONS TO AGENTS

T. D. 50

**These instructions must
be kept where they are
accessible to all station
employees interested.**

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2023

T. D. 50

THE PENNSYLVANIA RAILROAD COMPANY

THE LONG ISLAND RAIL ROAD COMPANY

AFFILIATED COMPANIES

TREASURY DEPARTMENT INSTRUCTIONS TO AGENTS

All previous issues of Treasury Department Instructions to Agents (T. D. 50) are hereby cancelled and should be promptly destroyed.

Strict compliance with these instructions is essential; neglect to comply with them may subject employees, personally, or the company represented, to liability for losses incurred.

Agents shall see that each employe understands the rules applicable to his duties; also where they have offices at different locations, that each office is supplied with a copy of these instructions; additional copies will be furnished on request.

Suggestions that may be offered for the betterment of the rules herein will be appreciated and given full consideration.

H. W. SCHOTTER,
Treasurer.

Room 1846, Broad Street Station Building,
1617 Pennsylvania Boulevard,
Philadelphia, Pa.

PART I.—GENERAL INSTRUCTIONS.

Rules applicable to all Agents and others handling funds of these Companies.

1.—Agents must collect or supervise the collection of all revenue for which they account, (including collections for Pullman Company, Western Union Telegraph Company, and any other authorized accounts) and be familiar at all times with the condition of unsettled accounts.

2.—(a) Agents are held responsible for all revenue collected by them, and shall take every precaution to prevent loss through burglary, theft, or otherwise. Money shall be handled in a manner that will attract the least possible attention and the amount in the change drawer, or like receptacle, should at all times be kept as low as business will permit. As collections accumulate, excess cash should be transferred to the office safe (or its substitute), which must be kept locked. Money, postage and revenue stamps, and negotiable paper must be locked in the safe or otherwise protected when the office is unoccupied.

(b) Agents shall see that inter-office or intra-office transfer of funds between employees shall be handled in such a manner that there will be no question of divided responsibility.

(c) Agents must restrict knowledge of combination of safe or possession of safe key to bonded employees whose duties require either or both.

Agents should record, and keep in the safe, the names of individuals authorized to have the combination of, or key to, safe or cash drawer, and the date authority is withdrawn from each individual; also the date combination of safe is changed. The figures of the safe combination shall not be recorded.

Agents having safes with combination locks must exercise care in locking them, giving the "Lock-Dial" five or six slow turns after locking. Rapid movements of the dial may injure the lock, which will cause both trouble and expense. When change of combination of safe is necessary be governed by Accounting Department Instructions.

3.—The Pennsylvania Railroad Company, and its affiliated companies, are insured against loss incident to robbery of money or securities, also railroad tickets, from General Offices, city ticket offices, passenger or freight stations, or from messengers or others when conveying currency or securities between the Companies' offices and depositories or other destinations.

The warranties contained in the insurance policies provide for the following restrictions which Agents and their supervising Officers are required to comply with:

Schedule No. 1.—Messenger Robbery:

- (a) Not exceeding \$100,000 from a custodian accompanied by at least three guards; or if a private conveyance is used, by two guards.
- (b) Not exceeding \$50,000 from a custodian accompanied by two guards; or if a private conveyance is used, by one guard.
- (c) Not exceeding \$25,000 from a custodian accompanied by one guard; or if a private conveyance is used, by no guard.
- (d) Not exceeding \$10,000 from a custodian accompanied or unaccompanied by a guard, and using or not using a private conveyance.

(See next page)

3.—(Continued)**Schedule No. 2.—Office or Interior Robbery:**

- (a) Not exceeding \$100,000 while a custodian and at least three other employees are on duty WITHIN THE PREMISES.
- (b) Not exceeding \$50,000 while a custodian and at least two other employees are on duty WITHIN THE PREMISES.
- (c) Not exceeding \$25,000 while a custodian and at least one other employee are on duty WITHIN THE PREMISES.
- (d) Not exceeding \$10,000 while one custodian is alone on duty WITHIN THE PREMISES.

Schedule No. 3.—Safe Burglary:

- (a) Not exceeding \$100,000 in a burglar-proof safe, or in a fire-proof safe with a burglar-proof chest, with at least two watchmen on duty IN THE PREMISES.
- (b) Not exceeding \$50,000 in a burglar-proof safe, or in a fire-proof safe with a burglar-proof chest, with at least one watchman on duty IN THE PREMISES.
- (c) Not exceeding \$25,000 in a fire-proof safe, with at least one watchman on duty; or in a burglar-proof safe, or in a fire-proof safe containing a burglar-proof chest, without a watchman on duty IN THE PREMISES.
- (d) Not exceeding \$5,000 in a fire-proof safe without a watchman on duty IN THE PREMISES.

4.—Agents must be careful not to accept counterfeit or mutilated currency (coin or notes). Foreign currency (coin or notes), checks, drafts or money orders payable only in a foreign country, should not be accepted unless authorized by the Treasurer.

5.—Agents should discourage the cashing of checks or drafts unless otherwise authorized, as they are personally responsible for the amount of any such check or draft which cannot be collected; protection in event of loss in process of collection requires that complete record of checks cashed be kept by Agents.

6.—Agents may accept checks and drafts from patrons for whom credit is authorized.

7.—Agents may accept checks and drafts from patrons for whom credit is not authorized, when satisfied of makers' (or endorsers') financial worth; when there is doubt of the financial worth of the maker, or endorser, of a check the Agent shall accept it only after the maker, or endorser, has had it certified by the bank where payable. Agents may be held responsible for the amount of any such check or draft which cannot be collected.

8.—If a check or draft is dishonored, no check unless it is certified or draft issued by the same party shall be accepted thereafter unless the Agent shall have been reassured of maker's responsibility, or when specifically authorized by the Treasurer. Charges for which a check or draft is accepted are not actually paid until the check or draft is collected from the bank or party on which drawn.

9.—All checks, drafts, vouchers, and other bankable items in payment for charges should be drawn or endorsed to the order of the Company to which the amounts are due; they shall be carefully examined and any post-dated, or irregularly drawn or endorsed, shall be refused; when accepted they shall be endorsed for deposit on the back at the left end with endorsement stamp supplied by Treasurer. When stamp does not print name of remitting station or office, such designation must be inserted in each endorsement.

THE PENNSYLVANIA RAILROAD COMPANY

Treasury Department

Philadelphia, Pa.

May 14, 1952

TO ALL AGENTS:

Instructions appearing in T.D. 50 relative to Agents accepting checks were amended by notices issued July 7th and November 25, 1949. The latter notice authorized acceptance of checks and drafts (payable in United States funds) from persons or business firms for whom credit had not been established at your Stations for freight charges and passenger charges when you were reasonably satisfied as to the financial responsibility of the maker or endorser. Advice was further given that such satisfaction as to the maker or endorser of the check or draft (payable in United States funds) may be confirmed by an automobile driver's card; membership card of current issue in a business organization, business club or social organization; or other reliable business identification, but you were cautioned not to accept Social Security cards. Experience since the issuance of these instructions has indicated that automobile drivers' cards are not reliable for identification purposes and their acceptance for that purpose should be discontinued effective immediately.

In addition, Agents must be satisfied as to the authenticity of checks drawn on banks located in other than the residence area of the patron, or checks in blank or other form where the name of the bank has been inserted or changed.

P. D. FOX

Treasurer

10.—(a) Unless otherwise noted herein, when countersigned in Agent's presence and the countersignature agrees with signature already appearing on the check, Agent shall accept

Travelers' Checks issued by

American Express Company
Banca Commerciale Italiana, New York Agency
Bank of America National Trust & Savings Association
Canadian Pacific Express Company
Cook & Son (Bankers), Ltd., Thos., New York Agency
Dominion Bank, New York, The
First National Bank of Chicago, The
Mellon National Bank, Pittsburgh
National City Bank of New York, The
Republic National Bank of Dallas

Refund Checks issued by

Eastern Air Lines Inc. (countersignature not required)
United Air Lines Transport Corporation

(b) American Express Company Money Orders should be accepted by Agents provided physical description of payee agrees with that shown on American Express Company Money Order Card of Identification and endorsement made on each order in Agent's presence agrees with signature on Card of Identification. The serial number of the identification card must be written on the back of each Money Order as soon as accepted. However, if the payee named in the Money Order is unable to produce an American Express Company Money Order Card of Identification, such identification may be established through a driver's license, lodge card, pass, or other document, a notation of such identifying evidence to be placed on the back of each Money Order underneath the payee's signature-endorsement as soon as accepted.

This **does not apply** to a person presenting American Express Company Travelers' Cheques. Read paragraph **(a)** of this rule.

11.—Agents should discourage the tender of any check or order (other than the Checks or Orders designated in Rule 10) for more than charges paid therewith; if accepted, a complete record of the transaction must be made and kept by the Agent.

12.—Receipts for Collections:

(a) An Agent shall neither issue a receipt nor stamp a bill "PAID" for any charges he has not collected.

(b) Any form of receipt issued for a collection in currency shall include the written signature, in ink or indelible pencil, of the person receiving the money.

(c) When a duplicate receipt is requested the words "Duplicate Receipt" must be a part of the signed or stamped receipt. Read Rule 73.

13.—(a) Agents may cash, to the extent of their available funds not required for the operation of their agencies, if issued by or on these Companies, properly endorsed, and presented by persons known or properly identified, the following:

Contingent Payment Drafts
Dividend Drafts
Drafts for allowance in excess of amount payable by Railroad Retirement Board
Drafts of The Pennsylvania Railroad Employees Provident and Loan Association
Pay Drafts
Pay Orders
Relief Department Drafts
Voucher Drafts

When cashed such documents must be immediately endorsed "For Deposit" and included in next remittance to bank. When stamp does not print name of remitting station or office, such designation must be inserted in each endorsement.

(b) The encashment of these documents will reduce the amount of cash on hand and minimize the loss of funds in event of burglary, theft or otherwise. At agencies authorized to purchase money orders or cashier's checks for the cash portion of remittances, it will reduce the principal of such papers, thereby effecting a saving to the Company.

14.—Service of a Writ or Other Legal Process:

(a) When an Agent is served with a subpoena, summons, writ of replevin or other legal process involving any property in possession of the Company, and the Sheriff or other officer insists on the removal thereof the Agent shall be governed with respect to collection of transportation and related charges by the applicable rule in "Instructions for the Government of Freight Agents" (G-400).

(b) When an Agent is served with a writ of attachment or other process restraining the payment of money, he must note on the back thereof the date and hour of such service (Agents in the Central and Western Regions only shall at once telegraph or telephone to the Treasurer the names of plaintiff and defendant, name and address of Court to which answer is to be made and date and hour answer is returnable to Court), and forward a copy of the writ so noted, with a report of the facts by REGISTERED RAILROAD SERVICE MAIL on first train to the Treasurer. He must also send to the Superintendent a copy of the papers forwarded to the Treasurer, and send to the District Solicitor the original writ served upon him.

EXCEPTION: If the writ of attachment or other process indicates that it restrains payment of money (including wages) to an employee, the Agent or Distributor shall be governed by Rule 112.

(c) ASSIGNMENT OF WAGES: Read Rule 112.

(d) Fees collected at time of service of writs shall be included with other collections remitted to bank, and accounted for in accordance with Accounting Department Instructions.

15.—Drafts Issued by Agents:

(a) Agents authorized to make payments by draft will be furnished forms by the Treasurer.

(b) Unissued drafts should be kept in a safe place accessible only to persons authorized to prepare or sign them; they should be used consecutively as numbered, by the agency to which furnished, and shall not be removed from that agency by any person or under any circumstances without the permission of the Treasurer.

(c) Drafts shall be signed only by persons whose signatures are filed with the Treasurer; the full name should be signed followed by title. Before signing, see that drafts are accurately prepared and legibly written (preferably with typewriter, otherwise with ink).

(d) A duplicate of a draft may be issued only when authorized by the Treasurer.

(e) (See next page)

15.—(Continued)

(e) A draft form spoiled during preparation, or cancelled for any reason before the amount thereof has been accounted for as a debit, shall be returned to the Treasurer immediately. A draft cancelled after the amount thereof has been accounted for shall be disposed of in accordance with instructions of the Accounting Department.

(f) A draft undelivered to the payee at the expiration of 30 days from the date of issue shall be forwarded to the Treasurer and reason for non-delivery stated.

16.—(a) Supplies of money envelopes, coin envelopes, coin bags, tags, deposit slips, and draft forms (T. D. 1548-), shall be ordered on regular stationery requisition; such requisition shall bear as an addition to each form number the designating letter of the Company as follows:

The Pennsylvania Railroad Company.....	"A"
The Long Island Rail Road Company.....	"E"
Baltimore and Eastern Railroad Company.....	"F"
Cherry Tree and Dixonville Railroad Company.....	"P"
The Monongahela Railway Company.....	"K"
The New York and Long Branch Railroad Company.....	"Q"
The Pennsylvania Railroad Employees Provident & Loan Association.....	"PLA"
Pittsburgh, Chartiers & Youghiogeny Railway Company.....	"L"
Western Allegheny Railroad Company.....	"WA"

(b) Station seals for wax impressions will be furnished by the Treasurer and shall be kept in the office safe, cash drawer or like receptacle.

17.—Treasury Department records which include:

- Copies of Deposit Slips;
- Receipts of Railway Express Agency, Inc. and others for remittances forwarded or deposited;
- Copies of reports to Treasurer;
- Copies of correspondence with Treasurer;
- Correspondence related to collection of charges;

must be retained at stations and offices for 6 calendar years. At the expiration of each calendar year "Form G-56—Notice of Shipment and Storage House Record" should be prepared, in accordance with Instructions on back thereof, for records more than 6 years old, showing on first line of column headed "Title or Description of Records" the words "For Destruction." The original and one copy of Form G-56 and the records described therein should be forwarded to the designated Custodian or Foreman, and upon return of the copy with record of destruction thereon it should be filed as a permanent office record.

PART II.—REMITTANCE OF COLLECTIONS.

Rules applicable to all Agents and others handling funds of these Companies.

26.—Personal checks of Agents or of employees under their supervision shall neither be substituted for currency nor included in remittances; currency shall not be exchanged for bank checks or drafts, etc., unless authorized by the Treasurer.

27.—When a payment received cannot be properly credited, the Agent shall at once ask the maker to identify the corresponding charges, and if the entire amount is not applicable to station agency accounts, the payment and details shall be forwarded to the Treasurer without Deposit Slip, form T. D. 53.

28.—(a) Agents shall remit collections (including collections for Pullman Company, Western Union Telegraph Company, and other accounts) to the bank designated by the Treasurer, by means of Railway Express Agency, Incorporated, service, unless some other method has been authorized by the Treasurer. Read Rule 35.

(b) Each remittance shall be made as late in the day as practicable and shall include:

- (1) All checks and drafts applied up to the hour of remitting and since the preparation of preceding remittance;
- (2) Currency in excess of the amount authorized for making change.

(c) Agents shall at once notify the Treasurer of any change in facilities for forwarding remittances.

29.—For change purposes, Agents may retain at time remittance is prepared, currency not to exceed \$25.00 for each collecting office. If it becomes necessary to retain more than \$25.00 at any office, the Agent shall inform the Division Superintendent or other employing officer the amount required, for recommendation to the Treasurer.

30.—Postage stamps received in collections shall be remitted direct to Treasurer on the 15th of each month, unless the Agent is otherwise specifically instructed by the Treasurer. The stamps in amounts of \$1.00, must be placed in envelopes on which the amount and name of Station has been written, enclosed with Deposit Slip form T. D. 53 in money envelope form T. D. 56, and forwarded by means of Railway Express Agency, Inc., where available; otherwise by United States Registered Mail.

Stamps perforated to indicate ownership will not be accepted by the Treasurer.

31.—All checks, drafts, vouchers and other bankable items must be remitted and must bear endorsement for deposit on the back at the left end with stamp supplied by Treasurer. Read Rules 9 and 13.

32.—Deposit Slips—Preparation and Use:

(a) Deposit Slips, form T. D. 53, shall be fully prepared in triplicate, all copies dated, the original with "BANK COPY" attached shall be forwarded to the authorized depository, and the remaining copy retained by the Agent;

(b) All Deposit Slips (except those crediting The Pennsylvania Railroad Employees Provident & Loan Association) shall bear an impression of the stamp furnished by the Accounting Department containing the Zone Number, or an "X" to indicate Non-Zone, so affixed that the remitting station number and name, and the Zone Number or "X" will appear legibly in the designated space;

(c) Deposit Slips shall be used only for the Company or account for which printed.

33.—(a) Coin envelopes, bags and tags, are for use exclusively to remit coin, unless Agents are otherwise instructed by the Treasurer. Read Rule 16.

When the amount of coin to be remitted cannot conveniently be enclosed in a coin envelope, a coin bag shall be used, unless Agent is otherwise instructed by the Treasurer.

On each coin envelope Agent shall insert the name of remitting station and the amount enclosed. On coin bag tags the Agent shall insert the amount enclosed; name and address of depository; name of Agent; name of remitting station and date.

To secure the contents of coin bag, use strong twine of proper length, draw the twine through the eyelets, and pass it several times around, then knot; bring the twine to opposite side of bag from knot, pass ends through eyelets in tag, and knot securely again; then seal with wax and station seal, over knot, on face of tag, being particular to get a good impression of the seal.

(b) The entire remittance (except coin in bags) must be enclosed in money envelope, form T. D. 56, together with Deposit Slip, form T. D. 53, whereon items remitted, including coin in bags, shall be listed. The envelope shall show amount contained therein; the date remitted; name of Agent; name of remitting station; name and address of designated depository; it must be sealed in the three designated places with sealing wax and station seal; good impressions of the seal must be made. Deposit Slips must not be enclosed in coin bags.

NOTE: When Agents are authorized by Treasurer to forward remittances by United States Mail, envelope form G-8-C shall be used.

34.—Agents authorized to accept deposits for account of The Pennsylvania Railroad Employees Provident & Loan Association shall use therefor Deposit Slip, form T. D. 53-PLA, and remit such deposits to the depository designated by the Treasurer of The Pennsylvania Railroad Company.

35.—(a) When the Railway Express Agency, Inc., has been designated to transport remittances, they must be delivered to its local office, obtaining its Agent's receipt therefor; EXCEPT, when the railroad agent is also the express agent, or the Express Agency has no local office, or a greater risk would be incurred in carrying remittances to local Express Agency office than to trains, remittances must be delivered to Express Agency messenger on train, obtaining his receipt therefor.

Where Express Agency service is not available for forwarding remittances, Agents will be instructed as to other methods of remitting; under no circumstances shall money, including coin, be forwarded by Railroad Service or United States Mail, either ordinary or registered.

(b) Remittances delivered by Agents, or by their representatives, at the depository designated by the Treasurer, must be receipted for by an authorized representative of the bank.

36.—Indemnity Deposits:

ACCEPTANCE: When an Agent is authorized by an officer of the Freight Traffic Department to accept deposit in lieu of an "Order" bill of lading, or of a delivery order of consignee for a "Straight" shipment billed to him "Notify" or "Advise" another party, such deposit must be promptly remitted to the authorized depository, together with original Letter of Indemnity, designated "For Accounting Department record," leaving attached thereto original and Bank Copy of Deposit Ticket. Read instructions printed on back of form T. D. 1553 and Accounting Department Instructions.

RELEASE: Arrangements for release should be made under the supervision of the Freight Traffic Department.

37.—When there are errors in remittances, or items are rejected because of missing or incorrect endorsements or signatures, or other irregularities, depositories will correct deposit slips and so notify Agents, who shall adjust shortages with special remittances, or claim credit for amounts overremitted. Read Accounting Department Instructions.

38.—Depositories send to Treasurer checks and other items deposited by Agents and not collected upon first presentation. When the Treasurer sends such items to Agents for adjustment they must be given IMMEDIATE attention.

PART III.—PASSENGER TRAFFIC.

Rules applicable to all Passenger and Baggage Agents.

51.—Charges for tickets shall be collected in currency, or approved equivalent specifically authorized. Read Rules 4, 6, 7 and 10.

52.—Travelers' Checks, etc., acceptance of: Read Rules 10 and 11.

53.—Agents are authorized to:

Refund the purchase price of tickets,
Cash "prepaid ticket orders," and
Cash "exchange orders" or "transportation orders" issued by
American Airlines, Inc.
Chicago and Southern Air Lines, Inc.
Eastern Air Lines Inc.
Pennsylvania-Central Airlines Corporation
Transcontinental & Western Air, Inc.
United Air Lines Transport Corporation

in accordance with instructions of Passenger Traffic Department.

54.—Baggage charges shall be collected in currency, or approved equivalent specifically authorized. Read Rules 4, 6, 7 and 10.

55.—Agents may allow consignees credit for one day for charges on milk, cream and related products. No shipment shall be delivered prior to payment of charges thereon, if any charges for a previous delivery are unpaid.

Agents may allow shippers credit for one day for "prepaid" charges on milk, cream and related products. No shipment shall be forwarded "prepaid" prior to payment of charges thereon, if any charges for a previous shipment are unpaid.

Credit for longer periods on shipments of milk, cream and related products: Read Part IV hereof.

PART IV.—FREIGHT TRAFFIC.

The designation "FREIGHT TRAFFIC," for the purposes of these rules, pertains to services in the form of freight transportation, demurrage, icing, weighing, reconsignment, diversion, storage, switching, also passenger train transportation of milk, cream and related products, and to other services provided for in legally established tariffs, as well as to all charges for such services.

Rules applicable to all Freight and Scale Agents.

61.—Protection of Revenue:

Since through delivery, or relinquishment of possession, of freight the railroad loses its lien for charges thereon, the charges shall be collected before freight is delivered, if there is doubt that otherwise collection may not be made promptly.

Charges shall be collected before freight is forwarded "prepaid," if there is doubt that otherwise collection may not be made promptly.

Failure of a patron to pay charges when due will justify refusal to deliver "collect," or forward "prepaid," freight in advance of collection of charges thereon.

62.—Delivery, or Relinquishment of Possession, of Freight Is Accomplished (for the purpose of computing the credit period for charges for freight transportation and related services):

(a) **Less than carload shipments:** When the property or any part of the consignment is removed from the railroad station by, or for account of, the consignee or owner; where "pick-up and delivery service" is used, when the Railroad drayman delivers the property at specified destination;

(b) **Carload traffic delivered upon private tracks or sidings:** When cars are placed upon the private siding of the consignee, or when cars are placed upon the designated delivery track of the consignee at a station where no Agent is employed by the railroad;

(c) **Carload traffic delivered on public or team tracks:** When car seals are broken, or commodity bulk is broken, or the freight is otherwise released to the consignee or his authorized representative;

(d) **Carload traffic delivered on industry tracks:** When cars are placed upon the private or designated (assigned) tracks of the industry;

(e) **Carload traffic delivered on connecting switching lines, or on industry tracks on connecting switching lines:** Relinquishment of possession by the line haul railroad occurs:

(1) when the car seal is broken, or commodity bulk is broken, or the freight is otherwise released to the consignee or his authorized representative;

(2) when car is moved on or to private track or designated (assigned) track of an industry;

(f) **Traffic delivered to a water carrier, except traffic moving via through rail-water routes under joint rates or on through bills of lading:** When the freight passes from railroad possession, whether from cars, lighters, piers, platforms, or other facilities.

63.—Government Freight:

(a) The rules subsequent hereto do not apply to charges on freight transported for the United States, for any department, bureau, or agency thereof, or for any State or Territory or political subdivision thereof, or for the District of Columbia.

(b) Charges payable by any department of the United States Government must not be collected by Agents, but shall be disposed of in accordance with Accounting Department Instructions.

(c) Where shipments are made by, or consigned to, State Governments or other political subdivisions thereof, charges thereon must be collected by Agents, except, where settlement direct with the Treasurer is desired the charges must be disposed of in accordance with Accounting Department Instructions. Agents shall report to the Treasurer any such charges outstanding in their accounts for more than sixty days; copies of bills therefor need not accompany report.

THE PENNSYLVANIA RAILROAD COMPANY
AFFILIATED COMPANIES

Treasury Department

Philadelphia 4, Pa.
August 1, 1951.

TO ALL FREIGHT AGENTS:

In order to assure uniformity in the computation of the prescribed periods of credit for the payment of tariff charges for freight transportation and related services, when bills for same are presented by means of the United States mails, such periods of credit shall begin at twelve o'clock midnight of the date of the postmark. Similarly, when patrons forward by United States mail valid checks, drafts, or money orders, which are satisfactory to the railroad in payment of such charges, twelve o'clock midnight of the date of the postmark shall be accepted in determining whether the prescribed periods of credit have been exceeded. [See T.D. 50, Part IV—Freight Traffic—"Credit Accommodation": Rules 69(a)(4) and 70(b).]

This notice should be pasted in T.D. 50 at the beginning of the Section titled "Credit Accommodation". Careful compliance with all rules is requested and emphasized.

P. D. FOX, *Treasurer.*

(b) If credit is needed at once Agent should TELEPHONE or TELEGRAPH the Treasurer (and confirm by mail), giving (if readily obtainable) information required by paragraphs numbered "1" to "4" inclusive, in this rule;

(c) When a patron has been accommodated with credit and a successor requests continuance of credit, he may be accommodated temporarily pending receipt of specific authority from the Treasurer;

(d) Letters confirming telephoned or telegraphed requests or relaying requests of applicants should contain (if readily obtainable) information required by paragraphs numbered "1" to "10" inclusive, in this rule:

- | | |
|--|--|
| 1 Exact name in which applicant's business is conducted; | 6 As to whether or not business is incorporated; |
| 2 Name of owner if individually owned; | 7 Name of station, or stations, at which credit is desired; |
| 3 Main office address as well as local address; | 8 Estimated amount of credit required daily at each station; |
| 4 Name and address of bank used; | 9 Name and address of one or more business references; |
| 5 Name of each partner of a partnership; | 10 As to Agent's own and acquired knowledge of applicant's ability to pay tariff charges when due; |

(e) (See next page)

66.—(Continued)

(e) Requests of applicants to operate under DEMURRAGE AVERAGE AGREEMENTS, and for the accommodation of credit for charges accrued thereunder, MUST be in writing and may be presented to the Treasurer, or to an Agent; if presented to an Agent the request must be relayed immediately to the Treasurer; such requests should contain information required by paragraphs numbered "11" to "15" inclusive, in this rule. The Agent should supply with each request information as to the tariff designation of the station, plant, yard, or other location, where these privileges are desired;

- 11 Exact name in which applicant's business is conducted;
- 12 Name of owner if individually owned;
- 13 Name of each partner of a partnership;
- 14 As to whether or not business is incorporated;
- 15 Name and address of bank used.

67.—Authorization of Credit Accommodation:

(a) A patron may be accommodated with credit for tariff charges only at stations where specifically authorized by the Treasurer, or as hereinafter sanctioned;

(b) When authorizing credit the Treasurer will designate the period of credit, and amount, that may be allowed; the period of credit allowed (Sundays and full legal holidays excluded) shall not exceed that specified in the authority issued by the Treasurer. When necessity arises for a larger amount of credit or for expansion (within lawful limitations) of the period of credit authorized, the Agent shall immediately inform the Treasurer (NOT THE PATRON).

(c) Pick-up and Delivery Service:

- (1) Where charges on a "pick-up" shipment to be prepaid are not determinable by vehicleman at the time of pick-up, Agent shall be governed by Rule 64 (a) (1); where the financial worth of the shipper or consignee is known to Agent to assure payment of charges, credit may be allowed for the period of 48 hours;
- (2) Credit for tariff charges on "pick-up" and "delivery" shipments may be authorized by the Treasurer for the direct accommodation of the shipper or consignee; it is not permissible for Agents to sanction the giving of an additional period of credit for such charges by a trucker or drayman who is under contract with the Railroad for "pick-up" and "delivery" service and in such capacity is exclusively its agent.

(d) Milk, cream and related products:

Agents shall be governed by Rule 55, unless credit for a longer period has been authorized by the Treasurer.

(e) When authorizing credit for freight transportation charges the Company reserves the right to terminate the arrangement at any time, without notice. Agents are expected, should the interests of the Company require it, to discontinue credit accommodation and to demand payment of charges collectible at time of forwarding, or delivery, of each shipment; in such cases the Treasurer shall be fully advised at once, and the credit authority returned for cancellation.

(f) Agents may become personally responsible for losses incurred through credit allowed without proper authority, or through failure to comply with credit instructions.

68.—Agents shall promptly report to the Treasurer any information reflecting adversely on the financial worth of a patron accorded credit for freight charges, or for demurrage under average agreement. They shall notify the Treasurer whenever there is any change in the location of, or in the name of, an individually owned, or corporate, business; such changes may be, for example:

- | | |
|---|---|
| Removal from the territory | } When these changes occur, enclose with notice to Treasurer his form of credit authority for cancellation. |
| Discontinuance of business | |
| Dissolution of partnership | |
| Change in membership or name of a firm | |
| Change in title of a corporation | |
| Change from a co-partnership to a corporation, or vice versa. | |

69.—Computation of Credit Periods Shall Be Controlled by the Following:**(a) Presentation of bills:**

The governing orders of the Interstate Commerce Commission provide that:

- (1) Every carrier shall present freight bills for all charges for transportation and related services except those herein specifically excepted to shippers prior to the first 12 o'clock midnight following delivery of the freight, except that when information sufficient to enable the carrier to compute the tariff charges is not then available to the carrier at the delivery point, the freight bills shall be presented not later than the first 12 o'clock midnight following the day upon which sufficient information becomes available to the delivering agent of the carrier. (Read Accounting Department Instructions.)
- (2) Where rail-ocean export traffic is loaded into vessels direct from railroad cars or piers or from such railroad cars or piers by means of lighters, freight bills shall be presented to the vessel owner or his representative not later than the day on which the loading of the vessel is completed.
- (3) Where the amount of demurrage charges is determinable under average agreements made in accordance with tariff provisions, the carrier may delay the presentation of bills for such demurrage charges for a period not to exceed 15 days from the expiration of the authorized demurrage period. (Read Accounting Department Instructions.)
- (4) When bills are presented by means of the United States mails, the time of mailing by the railroad agent shall be deemed to be the time of presentation of the bills. The postmark shall be accepted as showing the time of mailing.
- (5) If a patron elects to have the Agent at the station where delivery of freight is made, forward the freight bill to an Agent of the railroad at another station for collection from the said patron at the latter city, the time of presentation of such bill is the time of mailing by the Agent at the station where the freight is delivered.

(b) THE PERIOD OF CREDIT ALLOWED (SUNDAYS AND FULL LEGAL HOLIDAYS EXCLUDED) SHALL NOT EXCEED THAT SPECIFIED BY THE TREASURER WHEN AUTHORIZING CREDIT.

(c) Credit periods for tariff charges for freight transportation and related services shall begin at the first twelve o'clock midnight after—

"PREPAID" FREIGHT HAS BEEN FORWARDED AND BILLS HAVE BEEN PRESENTED, OR "COLLECT" FREIGHT HAS BEEN DELIVERED AND BILLS HAVE BEEN PRESENTED, including "prepaid" freight received from, and "collect" freight delivered to, and for which bills have been presented to, a water carrier; excepting: when **rail-ocean export traffic** is loaded into vessels direct from railroad cars or piers or from such railroad cars or piers by means of lighters, the credit period shall begin at the first **4:00 P. M.** following the time when the vessel is completely loaded, freight bills to be presented to the vessel owner or his representative not later than the day on which the loading of the vessel is completed.

(d) Credit period for additional charges: Where charges originally billed have been collected and bill for additional charges is thereafter presented to credit patrons, the period of credit shall not exceed 30 days from the date of presentation of the subsequently presented bill (Sundays and full legal holidays excluded).

(e) Credit period for demurrage charges on an average basis (line, boat, tidewater or lake) shall not exceed 15 days from presentation of bill (Sundays and full legal holidays excluded).

THE PENNSYLVANIA RAILROAD COMPANY

Philadelphia, Pa.
November 15, 1956

TO ALL FREIGHT AGENTS:

It has come to our attention that some Agents are not presenting bills for weighing charges and for loading and unloading charges as promptly as they should.

Where charges are covered by a tariff filed with the Interstate Commerce Commission, the provisions of the Commission's Orders as outlined in Rule 69, T.D. 50, Treasury Department Instructions to Agents, are applicable. Therefore, all charges prescribed by publicly filed tariffs should be billed the same day the service is performed, or not later than the day on which you receive information necessary to prepare the bill. In the case of weighing charges where it is sometimes necessary to rely on the patron for information requisite to the preparation of bills, diligent efforts should always be made to secure such information with the least possible delay.

Where charges are covered by written Agreements with our patrons for services performed by our Company which have no relation to transportation over our lines, bills should be presented in accordance with the terms of such Agreements.

H. J. WARD
Comptroller

W. R. GERSTNECKER
Treasurer

Copy to Regional Managers

We are advised by our Legal Department that where charges for services performed are covered by written Agreements with our patrons, any inadequacy of compensation might be considered as being in the nature of a rebate on other shipments by the same concern moving over our lines and should be avoided. In view of this warning, you may wish to review such Agreements to determine if the compensation is adequate.

(Endorsement to Regional Managers does not appear on notice sent to Agents)

70.—Charges may be collected within credit periods specified:

(a) **By delivery direct to agency by patron** within the periods of credit allowed, of currency, valid checks, drafts, or money orders, which are satisfactory to the railroad in payment of tariff charges;

(b) **By the mailing by the patron** within the periods of credit allowed, of valid checks, drafts, or money orders, which are satisfactory to the railroad in payment of tariff charges; the postmark shall be accepted as showing the time of mailing.

(c) **By Draft:** Agents may, for the convenience of patrons, draw on them within the credit periods allowed, using draft form T.D. 1548-. Drafts shall be remitted promptly with other collections and must be paid upon first presentation; failure of patron to so pay will terminate the draft plan of settlement. Receipted bills (and statements) may be attached to the drafts therefor, or delivered separately, as patrons prefer.

71.—Correction by Patron of Error in Bill:

Allegation of error in a bill, even though supported by information in bill of lading, does not warrant delay in payment beyond expiration of credit period. Error discovered in a bill by patron may be corrected by him; tariff authority for correction in rate must be furnished in writing and may be quoted on bill. Payment of all charges, including those corrected by patron, must be made **within credit period**. Agents when in doubt as to application of this rule shall communicate all the facts to the Treasurer for instructions. Payment of charges alleged to be incorrect will not prejudice patrons' claims filed within the statutory period for refund of overcharges.

72.—Interruption of Credit Accommodation:

(a) When a check or draft is not paid on presentation the charges covered thereby have not been paid, and credit accommodation should be interrupted.

(b) Although the railroad reserves the right to discontinue credit accommodation at any time, Agents should not take such action unless satisfied that the period of credit has expired and the bill presented with charges correctly assessed has not been paid.

(c) When a patron has not paid tariff charges within the authorized credit period, credit accommodation thereafter cannot lawfully be continued. Agents should communicate with a patron immediately upon expiration of credit period and collect the overdue charges, to prevent if possible, inconvenience caused by interrupted credit.

(d) When credit accommodation has been discontinued because of non-payment of charges it should not be resumed until all overdue charges shall have been paid and the Agent is convinced that the patron is able and willing to comply with credit regulations.

(e) Whenever credit accommodation to a patron has to be discontinued three times within a period of six consecutive months, despite assurances accepted on two occasions that the credit requirements would be complied with, the Agent shall at the time of the third discontinuance inform the Treasurer of this experience, and request instructions with respect to any further credit to be allowed.

73.—Receipts for Collections:

(a) An Agent shall neither issue a receipt nor stamp a bill "PAID" for any charges he has not collected.

(b) Any form of receipt issued for a collection in currency shall include the written signature, in ink or indelible pencil, of the person receiving the money.

(c) Prepaid charges collected at time shipment is accepted must be receipted for on the bill of lading.

(d) When a duplicate receipt is requested for charges either prepaid, or paid at destination, for which receipt has been given either on prepaid bill of lading or on freight bill, the words "Duplicate Receipt" must be a part of the signed or stamped receipt.

**DELAYED PAYMENT OF, AND DISPUTED, CHARGES: COLLECTION; ADJUSTMENT;
REPORTS TO TREASURER**

74.—Agents should report to the Treasurer all information received relating to, and especially payment or adjustment of, uncollected charges previously reported to him.

75.—Correspondence with, and reports to, the Treasurer related to collection and adjustment of:

(a) **Uncollected, including disputed, charges against a credit patron shall always bear as the subject-heading, the name of patron to whom credit was allowed; for example:**

- (1) for charges billed prepaid, use name of **shipper**;
- (2) for charges billed collect, use name of:
consignee named in billing if delivered to him or his agent; or
credit patron who, although not consignee named in billing, took delivery for his own account; or
credit patron who, as "care of" party, guaranteed charges;
- (3) for charges on a car ordered by a **credit patron** for loading and released empty, use name of such credit patron;
- (4) for demurrage charges on average basis, use name of patron shown on "Agent's Authority for Demurrage Average Basis" issued by Treasurer;

(b) **Uncollected, including disputed, charges against other than a credit patron, shall always bear as the subject-heading, the name of debtor; for example:**

- (1) for charges which should have been "prepaid" at time of shipment, use name of shipper;
- (2) for charges collectible at time of delivery, or accrued thereafter, use name of party who paid charges originally collected, or who took delivery if no charges were paid;
- (3) for charges on a car ordered for loading and released empty, use name of party who ordered car.

(c) Disputed charges shall be separated as to each bill, or group of bills due for similar services on shipments made by the same shipper, and consigned or delivered to the same party.

76.—Credit Accounts (Except Additional Charges as Defined in Rule 69 (d)):

Requests for payments and reports to Treasurer shall be made:

(a) When bill has been presented and charges have not been paid within the credit period as defined in Rule 69 (c) and accuracy of charges has not been questioned, further credit shall not be allowed, and:

- (1) written request for payment shall be made promptly in the following form (see Note):

"The credit period wherein bills listed herein should have been paid, as required by regulations governing railroads, has expired. Prompt payment, hereby requested, will permit resumption of credit allowance.

"If payment is withheld because of error in charges, please correct the bill and pay accordingly; tariff authority for correction in rate must be furnished in writing and may be quoted on bill; written support is required for any other correction.

"It is respectfully suggested that you make arrangements which will assure future payments being made within the credit period.

			Credit period
"Bill Number:	Date Presented:	Amount:	expired at 12
			o'clock midnight:"

(NOTE: At certain common points served by two or more railroads a plan for uniformly administering credit accounts has been adopted; under that plan when a credit patron fails to comply with credit rules, credit accommodation is interrupted cooperatively by all railroads; wherever such plan is established, the Treasurer issues special instructions to the Agent as to form of requests on debtors for payments.)

- (2) provided, however, that when total charges **overdue** exceed \$100.00 Agent shall report the delay to Treasurer, using a copy of letter to debtor, showing thereon date credit was interrupted, and amounts by dates presented, of **all unpaid** bills.

(b) If, within one calendar week following interruption of credit, payment has not been received, or evidence warranting non-payment has not been furnished, the debtor shall then be called upon at his place of business if that can conveniently be done, for payment of all charges then overdue, or to ascertain reason for withholding payment, and Agent shall report to Treasurer any charges remaining uncollected with reason for non-payment, attaching to report all related correspondence.

77.—Additional Charges Placed in Agents' Accounts After Forwarding or Delivery of Shipments:

The Interstate Commerce Act contains the following:

"Where carriers by railroad are instructed by a shipper or consignor to deliver property transported by such carriers to a consignee other than the shipper or consignor, such consignee shall not be legally liable for transportation charges in respect of the transportation of such property (beyond those billed against him at the time of delivery for which he is otherwise liable) which may be found to be due after the property has been delivered to him, if the consignee (a) is an agent only and has no beneficial title in the property, and (b) prior to delivery of the property has notified the delivering carrier in writing of the fact of such agency and absence of beneficial title, and, in the case of a shipment reconsigned or diverted to a point other than that specified in the original bill of lading, has also notified the delivering carrier in writing of the name and address of the beneficial owner of the property. In such cases the shipper or consignor, or, in the case of a shipment so reconsigned or diverted, the beneficial owner, shall be liable for such additional charges, irrespective of any provisions to the contrary in the bill of lading or in the contract under which the shipment was made."

"If a shipper or consignor of a shipment of property (other than a prepaid shipment) is also the consignee named in the bill of lading and, prior to the time of delivery, notifies, in writing, a delivering carrier by railroad or a delivering express company subject to the provisions of this part, (a) to deliver such property at destination to another party, (b) that such party is the beneficial owner of such property, and (c) that delivery is to be made to such party only upon payment of all transportation charges in respect of the transportation of such property, and delivery is made by the carrier to such party without such payment, such shipper or consignor shall not be liable (as shipper, consignor, consignee, or otherwise) for such transportation charges but the party to whom delivery is so made shall in any event be liable for transportation charges billed against the property at the time of such delivery, and also for any additional charges which may be found to be due after delivery of the property, except that if such party prior to such delivery has notified in writing the delivering carrier that he is not the beneficial owner of the property, and has given in writing to such delivering carrier the name and address of such beneficial owner, such party shall not be liable for any additional charges which may be found to be due after delivery of the property; * * *"

(a) The notification by consignee or another party taking delivery as prescribed in the Interstate Commerce Act will be effective only when written, and specific as to shipment or shipments, identified by car number (if carloads), nature of consignment, by whom shipped and from what point. If acknowledgment of a notice is desired, the form of receipt therefor should not release anyone from liability.

(b) In the presentation or other disposition of bills the Agent should be governed by Accounting Department Instructions.

(c) Requests for payments, for investigations, and reports thereof to Treasurer, shall be made by the Agent:

- (1) When accuracy of charges is disputed and proper charges cannot be determined by the Agent, the Accounting Department (not the Treasurer) should be asked for instructions; if the requested instructions as to the accurate charges are not received within the ensuing thirty days, the uncollected charges shall be reported to the Treasurer, transmitting with the report correspondence related thereto and three copies of each bill prepared on prescribed form. The Treasurer shall be promptly informed of subsequent developments;
- (2) When original debtor has not given a written notice disclaiming beneficial ownership, as defined in quotation from Interstate Commerce Act immediately preceding "(a)" of this rule, but refers Agent to others for settlement, the uncollected charges shall be reported to the Treasurer, transmitting with the report correspondence related thereto and five copies of each bill prepared on prescribed form. The Treasurer shall be promptly informed of subsequent developments;
- (3) (See next page)

77.—(Continued)

(3) When original debtor has given a written notice disclaiming beneficial ownership, as defined in quotation from Interstate Commerce Act immediately preceding "(a)" of this rule, the debtor to whom bill is presented, as required by Accounting Department Instructions, shall be informed by letter accompanying bill that (naming original debtor) has filed a notice that he received shipment as agent only, therefore, the Railroad is obliged to look to the party addressed for settlement; if payment is not received, there shall be attached to the report to the Treasurer required by the last paragraph in either section 5 or 6 hereof copy of such notice with hour and date received shown thereon, accompanied with copy of delivery receipt showing hour and date of delivery; should delivery have been made to the debtor on turn-over order, there shall also be attached to the report a copy thereof;

(4) When uncollected charges are on an inbound "Order" shipment, there shall be attached to the report required by the last paragraph in either section 5 or 6 hereof an exact copy of the accomplished bill of lading, and endorsements thereon;

(5) **When debtor is not on credit list:**

When bill has been presented and payment of charges appears to be unduly delayed, written request for payment shall be made promptly, and always within two calendar weeks following presentation of the bill; a copy of the letter and of the bill shall be sent to the Treasurer;

If charges are not then paid without delay another request for payment must be written promptly and **always** within two calendar weeks following date of the first letter;

If, within one calendar week following second letter, payment has not been received, or evidence warranting non-payment has not been furnished, the debtor shall then be called upon at his place of business if that can conveniently be done, for payment, or to ascertain reason for withholding payment, and Agent shall report to Treasurer any charges remaining uncollected, with reason for non-payment, transmitting with the report correspondence related thereto and five copies of each bill prepared on prescribed form;

(6) **When debtor is on credit list:**

When bill has been presented and charges have not been paid within the credit period as defined in Rule 69 (d), and accuracy of charges has not been questioned, further credit shall not be allowed, and written request for payment shall be made promptly in the form prescribed in Rule 76 (a) (1); If charges are not then paid without delay another request for payment must be written promptly and **always** within two calendar weeks following date of the first letter;

If, within one calendar week following second letter, payment has not been received, or evidence warranting non-payment has not been furnished, the debtor shall then be called upon at his place of business if that can conveniently be done, for payment, or to ascertain reason for withholding payment, and Agent shall report to Treasurer any charges remaining uncollected, with reason for non-payment, transmitting with the report correspondence related thereto and five copies of each bill prepared on prescribed form.

(d) **Overdue Interchange Accounts:**

Agents shall promptly report to the Treasurer failure of any connecting line to pay amounts due in Interchange Accounts, on or before the expiration of the next prescribed accrual period. Such reports shall show uncollected amounts by periods and the total amount due; the Treasurer shall be immediately advised of collection or other disposition of any amount previously reported to him.

78.—“Collect on Delivery” Shipments: Collection and Remittance of Shippers’ Invoice Charges:

(a) C. O. D. amount (as shown on waybill) must be collected in cash, unless waybill indicates shipper will accept consignee’s check, in which case check should be drawn by consignee in favor of the shipper. Collection charge must be collected in cash separately.

(NOTE: Request of a patron for the accommodation of having his checks in favor of the railroad accepted as “cash” shall be relayed immediately to the Treasurer.)

(b) C. O. D. cash collections shall be included by Agents in regular station remittances.

(c) When consignee’s check is accepted, as provided in Paragraph “(a)” hereof, Agent shall promptly mail the check by United States Mail direct to shipper at address shown on waybill.

79.—Indemnity Deposits: Acceptance and Release of—Read Rule 36.**THE PENNSYLVANIA RAILROAD COMPANY
AFFILIATED COMPANIES****Treasury Department**

Philadelphia 4, Pa.
May 20, 1949.

TO ALL FREIGHT AGENTS:

1. Effective March 24, 1949, the Interstate Commerce Commission modified its regulations governing **railroads** in the extension of credit, so as to **permit** periods of credit for 96 hours and 120 hours, respectively, for charges on **less-than-carload traffic** in lieu of 48 hours and 96 hours, respectively, permitted under its Order dated January 20, 1931, as set forth in Part V of Treasury Department Instructions to Agents, T.D. 50, computation of time to be made in the same manner as provided in connection with the 48 hour and 96 hour periods.

Freight Agents are advised of the foregoing as INFORMATION ONLY.

2. Requests for credit accommodation shall continue to be processed as directed in Rule 66 of T.D. 50, paragraphs (a), (b), (c) and (d).

3. Agents shall continue to observe Rule 69 (b) in T.D. 50, reading:

“THE PERIOD OF CREDIT ALLOWED (SUNDAYS AND FULL LEGAL HOLIDAYS EXCLUDED) SHALL NOT EXCEED THAT SPECIFIED BY THE TREASURER WHEN AUTHORIZING CREDIT.”

An “Agent’s Authority for Allowance of Credit” for **48 hours** or **96 hours** shall, as heretofore, cover only the period specified therein for both carload and less-than-carload traffic; any allowance beyond such respective periods requires the written authority of the Treasurer.

4. This notice should be pasted in T.D. 50 in the blank space following Rule 79.

P. D. FOX, *Treasurer.*

PART V.—ORDERS AND REGULATIONS GOVERNING RAILROADS.

91.—Railroads are governed in the extension of credit by the following Orders of the Interstate Commerce Commission:

ORDER

At a Session of the INTERSTATE COMMERCE COMMISSION, Division 3, held at its office in Washington, D. C., on the 20th day of January, A. D. 1931.

Ex Parte No. 73

In re Section 3 of the Interstate Commerce Act as Amended by Section 405 of the Transportation Act, 1920, and Act of March 4, 1927.

It appearing, That on November 1, 1928, upon further consideration of the record and petition of the National Industrial Traffic League, this proceeding was reopened for rehearing and reconsideration:

It further appearing, That said rehearing and full investigation of the matters and things involved have been had and that the commission on the date hereof has made and filed a report on further hearing containing its findings of fact and conclusions thereon which said report is hereby referred to and made a part hereof:

It is ordered, That the rules and regulations prescribed in the order of June 4, 1920, in the above-entitled proceeding be, and they are hereby, modified and that the following rules and regulations be, and they are hereby, prescribed to become effective March 10, 1931, and to remain in force and effect until further order of the commission.

The carrier, upon taking precautions deemed by it to be sufficient to assure payment of the tariff charges within the credit periods herein specified, may relinquish possession of freight in advance of the payment of the tariff charges thereon and may extend credit in the amount of such charges to those who undertake to pay such charges, such persons herein being called shippers, for a period of 48 hours computed as hereinafter set forth.

Where retention or possession of freight by the carrier until the tariff rates and charges thereon have been paid will retard prompt delivery or will retard prompt release of equipment or station facilities, the carrier, upon taking precautions deemed by it to be sufficient to assure payment of the tariff charges within the credit period herein specified, may relinquish possession of the freight in advance of the payment of the tariff charges thereon and may extend credit in the amount of such charges to shippers for a period of 96 hours to be computed as hereinafter set forth.

Where a carrier has relinquished possession of freight and collected the amount of tariff charges represented in a freight bill presented by it as the total amount of such charges, and another freight bill for additional charges is thereafter presented to the shipper, the carrier may extend credit in the amount of such additional charges for a period of 30 days from the date of the presentation of the subsequently presented freight bill.

Where icing charges are not published in the tariffs at fixed amounts determinable at the time the shipment moves from point of origin, and where freight charges are prepaid and icing charges are to be paid by the consignor, the carrier, upon taking precautions deemed by it to be sufficient to assure prompt payment of the tariff charges within the credit period herein specified, may relinquish possession of the freight in advance of the payment of the icing charges and may delay presentation of bills for such icing charges for a period not exceeding 15 days after the end of the calendar month during which the charges accrued and may extend credit in the amount of such charges for 15 days from the presentation of the bill for such charges.

Where the amount of demurrage charges is determinable under average agreements made in accordance with tariff provisions, the carrier, upon taking precautions deemed by it to be sufficient to assure prompt payment of the tariff charges within the credit period, may delay the presentation of bills for such demurrage charges for a period not to exceed 15 days from the expiration of the authorized demurrage period and may extend credit in the amount of the demurrage charges accruing during the demurrage period for 15 days from the presentation of the bill for such charges.

(Orders concluded on next page.)

91.—(Continued)

ORDER—Continued.

Where the freight bill is presented to the shipper prior to, or at the time of, delivery of the freight, the 48 and 96 hour periods of credit shall run from the first 12 o'clock midnight following the delivery of the freight.

Where the freight bill is presented to the shipper subsequent to the time the freight is delivered, the 48 and 96 hour periods of credit shall run from the first 12 o'clock midnight following the presentation of the freight bill.

Every carrier shall present freight bills for all transportation charges except those herein specifically excepted to shippers prior to the first 12 o'clock midnight following delivery of the freight, except that when information sufficient to enable the carrier to compute the tariff charges is not then available to the carrier at the delivery point, the freight bills shall be presented not later than the first 12 o'clock midnight following the day upon which sufficient information becomes available to the delivering agent of the carrier.

Shippers may elect to have their freight bills presented by means of the United States mails, and when the mail service is so used the time of mailing by the carrier shall be deemed to be the time of presentation of the bills. In case of dispute as to the time of mailing the postmark shall be accepted as showing such time.

Sundays and legal holidays, other than Saturday half holidays, may be excluded from the computation of the periods of credit.

The mailing by the shipper of valid checks, drafts, or money orders, which are satisfactory to the carrier, in payment of freight charges within the credit periods allowed such shipper may be deemed to be the collection of the tariff charges within the credit period for the purposes of these rules. In case of dispute as to the time of mailing the postmark shall be accepted as showing such time.

By the commission, division 3.

GEORGE B. MCGINTY,
Secretary.

[SEAL]

ORDER

At a General Session of the INTERSTATE COMMERCE COMMISSION, held at its office in Washington, D. C., on the 12th day of August, A. D. 1921.

Ex Parte No. 73

In re Section 3 of the Interstate Commerce Act, as Amended by Section 405, of the Transportation Act, 1920.

It appearing, That on June 4, 1920, the Commission entered its report and order in the above-entitled proceeding, and that on November 10, 1920, said proceeding was reopened for further hearing and argument upon the question of the application of paragraph (2) of section 3 and paragraph (1) of section 15 of the interstate commerce act to the extension of credit on freight transported wholly by water or partly by railroad and partly by water when delivery or relinquishment of possession of the freight at destination is effected by or through the water line;

It further appearing, That such further hearing and full investigation of the matters and things involved have been had, and that the Commission, on the date hereof, has made and filed a report on further hearing containing its findings of fact and conclusions thereon, which said report is hereby referred to and made a part hereof:

It is ordered, That the said order of June 4, 1920, be, and it is hereby, so modified as to provide that the period of 96 hours fixed for the payment of transportation rates and charges, in so far as applicable to export traffic which is loaded into vessels direct from railroad cars or piers or from such cars or piers by means of lighters, may be computed from the first 4 P. M. following the time when the vessel is completely loaded, freight bills to be delivered to vessel owner or his representative not later than the day on which the loading of the vessel is completed.

By the Commission.

GEORGE B. MCGINTY,
Secretary.

[SEAL]

PART VI.—SAFEGUARDING AND DELIVERY OF PAY DRAFTS AND PAY ORDERS.

Rules applicable to Agents and others who distribute Pay Drafts and Pay Orders.

101.—Pay drafts sent by the Treasurer to a Pay Draft Distributor for delivery to the payees are listed by number on an accompanying Wages Form 27. The Pay Draft Distributor should carefully check the pay drafts received against the numbers shown on the Wages Form 27 before commencing delivery.

102.—Pay drafts and pay orders must be thoroughly safeguarded by the Distributor; they should be kept in a locked safe, drawer or other compartment when not in active use.

103.—When a Distributor finds a pay draft or pay order is incorrect, he should withhold delivery and at once inform his Superintendent and the Treasurer of the error.

104.—Pay drafts and pay orders must be delivered to the payees in person and the payees must be personally known to the Distributor, or identified to his satisfaction.

105.—Pay drafts should be distributed with the least possible loss of time to the Company and to the payees. It is permissible for the Distributor to deliver pay drafts to trackmen, crossing watchmen and others at the places where such employees' occupations require them to remain while on duty.

(a) Pay drafts should be delivered to trackmen whose working point is distant from the distributing station either before their tour of duty begins or at or near its close; when their work is near the distributing station, distribution can be made during their lunch period.

(b) Trackmen should receive their pay drafts with the other men in their gang and in the presence of their Foreman, and the Distributor, **after calling the amount of the pay draft**, should deliver it to the payee only upon identification by the Foreman. Trackwalkers and crossing watchmen, if personally known to the Distributor, may call at the distributing station for their pay drafts unaccompanied. In no case shall a pay draft distributor give pay drafts to a Track Foreman for delivery to his men.

106.—On receiving instructions from the Treasurer or Superintendent, the Distributor may forward, by **Registered Railroad Service Mail**, pay drafts and pay orders to another Distributor of the Company, sending to the Treasurer Part 3 of the Wages Form 27, together with the written instructions received and copy of the transmittal letter which accompanied the pay drafts.

107.—Distributors are permitted to forward pay drafts or pay orders to a point not on the lines comprising the Pennsylvania Railroad System only upon authority from the Treasurer or Superintendent. When a request is received from any other person for delivery at an off-line point or to dispose of either pay drafts or pay orders contrary to these instructions, such request, together with the pay drafts or pay orders involved, should be promptly forwarded to the Treasurer by **Registered Railroad Service Mail**. This rule does not apply to drafts for retired employees.

108.—(a) Distributors furnished with a copy of pay rolls, shall write their initials thereon opposite the amount of each draft at the time delivery is made.

(b) Distributors should keep a record (number, payee, amount, division and date) of pay drafts and pay orders undelivered at the close of business each day, and such record should be kept in a place other than with negotiable papers and currency.

109.—Pay drafts and pay orders must not be held by the Distributor longer than ten days; any undelivered at the end of ten days must be forwarded to the Treasurer by Registered Railroad Service Mail, and notice thereof must be promptly given to the Superintendent, advising of number, payee, amount, division and date of each pay draft or pay order.

110.—Pay drafts and pay orders for wages of deceased employes, or of employes mentally deranged, must be promptly forwarded to the Treasurer by Registered Railroad Service Mail; and notice thereof, together with all Court documents qualifying executors, administrators, guardians or others concerned in the disposition of estates, must be promptly forwarded to the employing Superintendent of the decedent or afflicted person.

111.—Pay drafts and pay orders must not be delivered to anyone presenting a Power-of-Attorney to a Distributor; such Power-of-Attorney should be forwarded to the Superintendent.

112.—(a) When an Agent or Distributor is served with a writ of attachment or other process restraining the payment of money (including wages) to an employe, he must note on the back thereof the date and hour of such service, the amount of any fees collected, together with such information as may be readily obtainable concerning the occupation and place of employment of the employe (Agents or Distributors in the Central and Western Regions **only** will at once telegraph or telephone to the Treasurer the names of plaintiff and defendant, name and address of Court to which answer is to be made and date and hour answer is returnable to Court), and forward the writ to the Superintendent by **Registered Railroad Service Mail** on first train. Superintendents will send the writ and Wages Form 5 to the Treasurer.

(b) When an Agent or Distributor is served with an assignment, or notice of assignment of wages, he must note on the back thereof the date and hour of such service; whether it was served personally by the assignee or by his representative, or whether it was received by registered United States Mail or ordinary United States Mail; together with such information as may be readily obtainable concerning the occupation and place of employment of the employe, and forward the assignment or notice of assignment to the Superintendent by **Registered Railroad Service Mail** on first train. Superintendents will send the assignment or notice of assignment to the Treasurer.

(c) If at the time of service of a writ of attachment or other process restraining the payment of money (including wages) to an employe, or of an assignment or notice of assignment, an Agent or Distributor is in possession of or thereafter receives a pay draft, pay order, or other negotiable paper in favor of such employe, delivery thereof should be withheld pending instructions from the Superintendent, or **after being held ten days** must be forwarded to the Treasurer with reason for non-delivery.

(d) Fees collected at time of service of writs must be included with other collections remitted to bank, and accounted for in accordance with Accounting Department Instructions.

113.—All correspondence received by a Distributor relating to wages of employes should be promptly forwarded to the Superintendent, and under no circumstances shall a Distributor give information concerning wages of an employe to any other person, unless instructed otherwise by the Superintendent or the Treasurer.

114.—If a pay draft or pay order is lost, the Superintendent must be immediately notified, giving number, payee, amount, division and date thereof, the circumstances under which the loss occurred, whether loss occurred before or after delivery to the payee, and whether pay draft or pay order was endorsed by payee.

115.—Agents must strictly comply with any instructions appearing on envelopes or packages containing pay drafts concerning the hour of delivery thereof to Distributors of pay drafts.

116.—When in doubt on any matter concerning the disposition of pay drafts and pay orders the Distributor should communicate promptly with the Treasurer.

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