

NOTE.—Officers employed in the Public Service are required to alter the certificate as occasion may require before signing it, taking care that it is so worded as to afford assurance that the conditions upon which in each case the payment of the claim depends have been completely and satisfactorily fulfilled, thus:—

When the expenditure is incurred under a **CONTRACT**, it should be certified “that the charge is according to contract, and that the service has been satisfactorily performed.”

In claims for **SUPPLIES**, add, “The supplies have been duly delivered, and are entered in my Departmental Property or Stores for Issue Return for the ending _____, 190 .”

In claims for **FOOD** or **PRESENTS** to Natives, add, “The supplies have been delivered to the Natives for whom they were obtained.”

In claims for **TRAVELLING-EXPENSES**, insert, “I was travelling on the Public Service during the period for which the claim is made.”

In claims for **FORAGE**, erase the whole certificate, and insert, “I certify that I actually kept a horse for the Public Service during the period for which the claim is made.”

In claims for any other service, add, “The service has been duly performed.”

Officers certifying abstracts will be held responsible for all errors in computation. (Section 63 of “The Treasury Regulations.”) They are requested to observe that unless the foregoing instructions are strictly complied with the Audit Office will be unable to pass the account.

SPECIAL ORDER TO PAY TO AGENT.

NOT TRANSFERABLE.

_____, 190 .

I HEREBY authorise Mr. _____ (whose signature appears in the margin) to obtain the countersignature of a cheque of the Paymaster-General for the sum of _____

_____ payable to me, and to sign on my behalf a receipt for that amount.

Signature of Claimant: _____

Sixteenth Form.—Special Authority for Payment to an Agent.]

One Penny
Revenue
Stamp.

Approximate Cost of Paper.—Preparation, not given; printing (1,400 copies), £6 6s.

By Authority: JOHN MACKAY, Government Printer, Wellington.—1906.