office of Indian Affairs Rec. DEC²⁵³ 75/17 CASH. REPORT IRREGULAR EMPLOYEES At OARLISLE PA Agency, for the month ending Nov 3 0 , 1903 R. D. Tratt, Golo ACTION: NOT TO BE RENDERED IN DUPLICATE

INSTRUCTIONS.

At the close of each month a report of irregular employees must be submitted upon this form to the Indian Office for action. Reports of agency employees and school employees must be submitted on separate blanks.

This report must show the character of service rendered by each irregular employee; the dates upon which service was rendered, and the total number of days employed; the rate of pay, and full amount due each.

Each employee will be designated as Indian or white, and the name of each employee, as it will appear on quarterly report of employees, must be shown.

In the case of each expenditure the number of the authority under which the expenditure was incurred must appear in the column provided for that purpose, together with the original amount authorized to be expended, amount previously expended under said authority, and amount remaining available for present expenditure.

All expenditures under one authority must be grouped together, and in such case there should be only one extension into the authority column for said group.

No letter of transmittal will be used in submitting this report unless irregular labor is shown thereon without authority therefor first had and obtained, in which case a letter must accompany the report, which will set out in detail the necessity for, and character of, the services, together with good and sufficient reasons for not having obtained the requisite authority.

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ending Age 31.1903, and property sworn to thereon.

Dated at Carlisle La Agency, All 1. , 1903

RIT POAT - Col. . Supto. S. Indian Azont.