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OFFICE OF
Indian Affairs
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REPORT

OF

IRREGULAR EMPLOYEES

Indian Industrial School.

At CARLETON, PA. Agency,

for the month ending Sept 30, 1904

BY

W. A. Mercer

Capt. 7th Cav. S. I. Indian Agent.

ACTION:

Appd Nov 19/05
Mans a.

E. J. [Signature]

FILE

NOT TO BE RENDERED IN DUPLICATE.

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Section 297 Regulations of Indian Department 1894.

Any disbursing or other officer of the United States or other person who shall knowingly present, or cause to be presented, any voucher, account, or claim to any officer of the United States for approval or payment, or for the purpose of securing a credit in any account with the United States, relating to any matter pertaining to the Indian Service, which shall contain any material misrepresentation of fact in regard to the amount due or paid, the name or character of the article furnished or received, or of the service rendered, or to the date of purchase, delivery, or performance of service, or in any other particular, shall not be entitled to payment or credit for any part of said voucher, account, or claim; and if any such credit shall be given or received, or payment made, the United States may recharge the same to the officer or person receiving the credit or payment, and recover the amount from either or both, in the same manner as other debts due the United States are collected; PROVIDED, That where an account contains more than one voucher the foregoing shall apply only to such vouchers as contain the misrepresentation; AND PROVIDED FURTHER, That the officers and persons by and between whom the business is transacted shall be presumed to know the facts in relation to the matter set forth in the voucher, account, or claim; AND PROVIDED FURTHER, That the foregoing shall be in addition to the penalties now prescribed by law, and in no way to affect proceedings under existing law for like offenses. That, where practicable, this section shall be printed on the blank forms of vouchers provided for general use. (Act March 1, 1888, § 8, 29 Stat., 451; Act July 4, 1884, § 8; Ch. 113 Ind. O.)

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.

