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A.F.O. 6781/45

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ADMIRALTY FLEET ORDER

REQUISITIONS FOR MONEY AND TRANSFERS OF CASH BETWEEN SUPPLY OFFICERS

ADMIRALTY, S.W.1,
29th November, 1945.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of Their Lordships,

J. V. Markham

Distribution Limited

To Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships, down to Corvettes and Frigates, Superintendents or Officers in Charge of H.M. Naval Establishments.

NOTE :—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1943, Instructions, paragraph 10.

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6781.—Requisitions for Money and Transfers of Cash between Supply Officers

(D.G.S./D.N.A. 30160/45.—29 Nov. 1945.)

The following new forms have been introduced to supersede the existing forms S.5 and S.5A (in book form) and S.5B and S.5C (single forms). The new forms are single forms.

- S.5A ... Requisition for Money to Replenish Public Chest
on the reverse of which is printed
Supply/Receipt Note for Money to Replenish Public Chest.
- S.5B ... Transfer of Cash
on the reverse of which is printed.
Transfer of Cash—Acceptance.

2. The purpose of these forms is self-evident, and full instructions for their use are given below and will in due course be embodied in K.R. & A.I.

3. Ships and Establishments at Home carrying Supply Officers are to demand on the R.N. Store Depot, Elveden Road, Park Royal, London, N.W.10, for supplies required, whilst those abroad are to demand on the appropriate (Superintending) Naval Store Officer, to whom supplies will be made without demand. Supply Officers are to distribute supplies to tenders as necessary.

4. The new forms are to be brought into use at the first opportunity, when the old forms are to be put to waste.

5. It is an essential feature of the system employed in the Admiralty for checking transfers of cash that the actual supply/receipt/transfer notes shall be "married" together; for this reason it is essential that the proper forms be used. If, therefore, for any reason it becomes necessary to use local substitutes, it is important that their size shall correspond exactly with the official forms, and especially they should not be smaller.

6. When preparing these forms it is important that Supply notes be clearly distinguishable from Receipt Notes. They should preferably be typed, using good carbon and ensuring that they "register" by using a folded-over backing sheet.

7. Supply Officers concerned are to ensure that tenders understand and follow the procedure correctly.

Instructions for the use of Form S.5A

(1) The form is to be prepared *in quadruplicate* by the Supply Officer (or, in the case of a ship not carrying a Supply Officer but keeping a stock of public money and rendering a Contingent Account, the Commanding Officer) and approved by the Commanding Officer.

(2) *The triplicate and quadruplicate* are to be sent to the Cashier or Supply Officer from whom it is proposed to draw the cash, in good time (preferably at least one clear day) before it is intended to draw.

(3) The officer drawing the cash is to take the *original and duplicate* with him when he draws the cash.

(4) The officer supplying the cash is to complete the reverse as a supply note on the *triplicate and quadruplicate* and hand these copies over with the cash against receipt (but see (8) below for ships not carrying their own accounts).

(5) The officer drawing the cash is to complete the reverse as a receipt note on the *original and duplicate* and hand these copies in exchange for the cash and supply notes.

(6) The officer supplying the cash is to use the receipted *original and duplicate* copies as his cash voucher and duplicate cash voucher respectively (but see (8) below for ships not carrying their own accounts).

(7) The officer taking the cash on charge is to use the *triplicate and quadruplicate* copies as his cash voucher and duplicate cash voucher respectively.

(8) If the ship to which the cash is supplied does not carry a Supply Officer, the officer supplying the cash is to send forms S.5B "Transfer of Cash" to the accounting base, attaching thereto the *duplicate* S.5A. In that case he will not require to retain a copy as a duplicate voucher to his own cash account, but will support it by means of S.5B as explained below.

Instructions for the use of Form S.5B

By Officer who supplies the money

(1) The front of the form is to be prepared *in quadruplicate* and (except when form S.5A is used) all copies are to be signed by the Officer receiving the money.

(2) The *original and duplicate* (to which are to be secured the forms S.1039 or S.1039A, or S.A. if applicable) are to be completed and signed, and despatched to the accounting base of the ship supplied, *without delay*.

(3) The *triplicate* is to form a voucher to the current cash account and the sum taken off charge *at the time of the transaction*.

(4) The *quadruplicate* is to be filed as "uncleared," as a reminder that the acceptance is awaited.

(5) On return of the *accepted original* (see (7) below) it is to be attached to the *triplicate* (cash voucher) if received before the cash account is closed; otherwise it is to be forwarded to D.N.A. separately *without delay*.

By Supply Officer carrying the accounts of the ship to which the money is supplied.

(6) Both copies received are to be signed as accepted.

(7) The *original* is *either* to be returned to the supplying officer *or*, if more convenient, forwarded direct to D.N.A. In the latter case, the officer who supplied the money is to be informed.

(8) The *duplicate* is to form a voucher to the current cash account (a duplicate voucher is not required).

(9) If for any reason the whole amount transferred is not accepted, a full acceptance is nevertheless to be given to the supplying officer and a new S.5B created to transfer the uncleared balance to the appropriate Supply Officer.

(K.R. & A.I., Articles 1775 and 1776.)

(A.F.Os. 763/40, 799/43, 4670/43, 1287/44 and C.A.F.O. 2568/43 are cancelled.)

