

MANUAL FOR THE PAY DEPARTMENT

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Manual for the Pay Department by Various

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VARIOUS

MANUAL FOR THE PAY DEPARTMENT

MANUAL

FOR THE

PAY DEPARTMENT.

PUBLISHED

BY AUTHORITY OF THE SECRETARY OF WAR,

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ARMY OF THE UNITED STATES.

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WAR DEPARTMENT,

Document No. 20.

Office of the Paymaster General.

WAR DEPARTMENT, Washington, June 27, 1906.

This Manual for the Pay Department is published for the information and guidance of all concerned; it will not be modified except by special authority given in each case.

JOSEPH B. DOE,
Acting Secretary of War.

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PAYMASTER GENERAL.

1. Should the Paymaster General learn that an officer has drawn pay more than once for the same period, he will immediately report the fact to the Adjutant General for the consideration of the Secretary of War, and will call upon the officer to make refundment of the amount overdrawn.

2. The Paymaster General will keep in his office such records as may be necessary to show the deposits made by enlisted men of the Army.

CHIEF PAYMASTERS OF DEPARTMENTS.

3. Chief, and such other Paymasters as may be required to do so, will transmit their periodical estimates for funds direct to the Paymaster General, stating the amounts required under each appropriation for pay of the Army. They will be held responsible for any unnecessary accumulation of funds supplied on their estimates, either in depositories or in the hands of paymasters under their control, and the amount of funds to be placed in each depository will be indicated upon the face of each estimate.

4. Estimates for funds will be prepared in the prescribed form and promptly mailed to reach the Paymaster General's Office not later than the fifteenth day of each month.

5. Chief Paymasters will take timely measures to have funds for payment conveyed to their own stations, and will make necessary distribution to their subordinate Paymasters.