

Post Office Department,

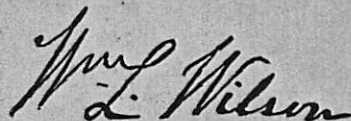
WASHINGTON, D. C.

SUGGESTIONS TO NEWLY APPOINTED POSTMASTERS.

In forwarding your commission as postmaster, it is deemed advisable to make the following suggestions with reference to the date of your taking possession of the post office.

It has been found in the accounting bureau for this Department (the Office of the Auditor of the Treasury for the Post Office Department) that accounts with incoming and retiring postmasters which commence or end with the 1st or 15th of any month or at the beginning of a quarter, viz: January 1, April 1, July 1, or October 1, have involved much less labor and annoyance in their settlement than those which have commenced or ended upon intermediate dates, and have also relieved the postmasters themselves from serious embarrassment. This statement is applicable also to the adjustment of postmasters' accounts in the various divisions of this Department.

While, therefore, it is understood that the receipt of your commission carries with it the requisite authority to take possession of the post office immediately, yet if it can be found practicable to have the transfer of the office take place on the 1st or 15th of the month, the adjustment of accounts, both in this Department and the Office of the Auditor of the Treasury for the Post Office Department, will be greatly facilitated thereby.



Postmaster General.

Feb 24 - 1896

Mary Sybilla # Pasley Milam
Cecil F. Milam Grandmother's
my Dad's Charles L.