
TREASURY DEPARTMENT—SECOND AUDITOR'S OFFICE.

The following instructions are published for the guidance of Officers applying to this Office for information as to the course to be pursued in order to obtain a settlement of their Property Accounts:

Officers are notified that it is useless to apply for a CERTIFICATE OF NON-INDEBTEDNESS until ALL Returns of Clothing, Camp and Garrison Equipage, and Ordnance and Ordnance Stores, for the entire period of responsibility, have been forwarded to the Quartermaster General's and Ordnance Offices, and letters obtained acknowledging the receipt and transmittal of said returns to this Office.

On receipt of the Quartermaster General's letter of transmittal and the Certificate of Non-Accountability from the Chief of Ordnance, the officer must remit both to the Second Auditor, with a request for the settlement of his accounts, giving his name, rank, regiment, company, and address in full, the period of responsibility, and for what kind of property the responsibility was incurred.

If an officer has never been accountable for Clothing, Camp and Garrison Equipage, or Ordnance and Ordnance Stores, it is required by the Quartermaster General's and Ordnance Offices that an affidavit should be made and forwarded to those Offices, stating the fact of his non-responsibility, upon which Certificates of Non-Accountability will be issued. The officer will forward these certificates to this Office, with a letter of request for a Certificate of Non-Indebtedness, giving post office address, &c., in full, when his request will receive immediate attention.

E. B. Ruch

Auditor.

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