201.35 CONSOLIDATED PERSONAL DATA 6TH MD INDIA "E" DECLASSIFIED
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9. The Provincial Treasurer should always try to have the pay rolls closed within the month for which made in order that they can be taken up in the books, and his appropriations charged monthly with the entire amount of salaries and wages earned, paid and unpaid.

10. Payments in cash will be made only to the reditor and immediately upon his signing the pay roll. Absent creditors may be paid in check. Amounts paid will be written by the paying official under column '18 or 19, as the case may be. The number of check, in case payment is made by check, should be entered under column 20, instead of the

signature of the creditor.

11. Payments by eash should be supported by the signature of the creditor. Such signatures should be in the same manner the name of the creditor is written under column 2. No variation in spelling or orthography should be permitted. Thus if a ranks, it should be so signed in the "Signature" column and not Juan Gonzales y Cristobal, or J. Gonzales. Signatures and by marker or so written as to be illegible will be witnessed, except signatures of government officials which, although appearing illegible, are well known and properly identified on the Specimes Signature Carl, General Form N.

12. In closing the pay roll, certificate No. 6 on each sheet shall be accomplished by the paying official, whether the Provincial Treasurer himself or a deputy treasurer, and certificate No. 7 on the last sheet only will be accomplished by the Provincial Treasurer himself. All unpaid amounts will be ex-

tended to column 22.

cashbook, Provincial Form No. 85(A), the total amount paid. Thereafter the pay rolls will be journalized in the ordinary manner.

IN CASE THIS PAY ROLL IS USED FOR

1. All the instructions given in the foregoing paragraphs which are intended for provincial officials and accounts will, in so far as practicable, apply when this form is used by municipal treasurers for municipal accounts. However, one general pay roll may be made for all officials and employees of the municipality, except teachers who should have a

separate pay roll.

2. Where the mayor will not have to sign certificate No. 1, he will approve the pay roll on its face as provided in certificate No. 4 thereon thus:

"APPROVED:

Municipal Mayor"

Approval of municipal mayors on municipal disbursement will not however, be required when the funds involved are National funds which are not given as aids to local governments but merely invoiced to local treasurers for convenience of their disbursements.

 Municipal pay rolls will be prepared in duplicate, the original to be submitted to the Provincial Auditor with the municipal treasurer's accounts, and the duplicate to be kent by this official.

and the duplicate to be kept by this official.

4. When this pay roll is used for municipal purposes, certificate No. 2 should be signed by the mu-

nicipal treasurer, cancelling the phrase "subject to preaudit" where the system has not been installed in the municipality concerned.

## IN CASE THIS PAY ROLL IS USED FOR EM: PLOYEES INSURED IN THE GOVERNMENT' SERVICE INSURANCE SYSTEM

 Three extra copies of the pay roll will be prepared on the thin sheet styled Provincial Form No. 38-1(A).

Columns 13, 14, and 15 will be duly filled for those employees who are insured in the system.

 The grand total of these columns will be shown on the proper lines on certificate No. 5 on the last sheet of the pay roll.

4. An amount equal to that shown on item No. 1 of certificate No. 5 will be entered on line 2 of the same certificate.

5. All the amounts shown on this certificate will be journalized at the time the pay roll is journalized. The total of certificate No. 5 will be credited to E-23. The second item will be a charge to the proper "p" expense classification while the rest of the items are a part of the charge to the proper salary classification.

 The three extra copies of the pay roll will take the place of the form prescribed in Provincial Division Circular No. 476.

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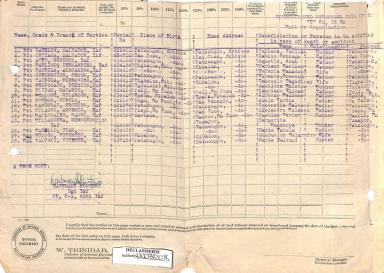
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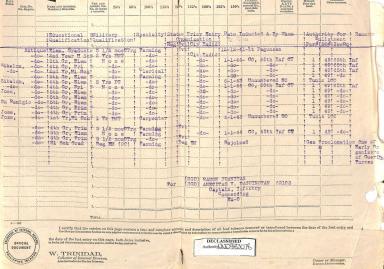
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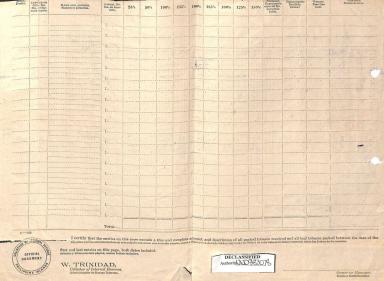
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W. TRINIDAD, Collector of Internal Revenue. Administrador de Rentas Internas.







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