
Spanish Civil War History Project

Spanish Civil War History Project Collections

1936

Government form] - Dept. of state enclosure no. 1 [verso

United States. Consular Service

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INSTRUCTIONS

1. Upon receipt of a supply of this form of account-current consular officers will discontinue the use of all other forms for stating accounts.

2. The account-current will embrace, under the respective appropriation heads, etc., all receipts and disbursements of the principal officer, or officer in charge, including personal salaries, and all accounts heretofore sent direct to the General Accounting Office. All miscellaneous revenues will be included and applied to salaries and expenses, and surplus, if any, remitted in conformity with the law and regulations.

3. This form, duly certified, and two memorandum copies thereof, identical except as to certification, signature, and brief, will be transmitted to the Department of State, together with original and duplicate copies of all supporting schedules, including duplicate of the usual recapitulation of fees collected, which has heretofore been transmitted direct to the General Accounting Office. Memorandum copies of subvouchers or receipts will not be required by the Department, except for personal services. A memorandum copy of the account-current, together with copies of all supporting schedules and subvouchers or receipts, should be prepared and filed in the respective consulates.

4. Item "Deposits." Opposite this item officers will show remittances of all official funds to the Department of State, entering the amount under the respective appropriations or "Miscellaneous receipts," as the case may be. If more than one line is required to show such remittances the blank line following may be used.

5. For disbursements chargeable to appropriations other than those indicated by printed headings the column following the one last printed will be used for stating such disbursements and the appropriations indicated in the blank space at head of columns.

6. In case all transactions can not be stated on one sheet as many additional sheets as may be required to properly state the account will be used. In such cases the officer will certify the number of sheets composing the account-current in the space provided (in sheets).

7. Accounts must be rendered promptly in accordance with existing laws and regulations governing the rendition and transmission of public accounts.

CERTIFICATE AS TO ABSENCE OF PRINCIPAL OFFICER

Note.—If leave was without permission to visit the United States, paragraph 1 must so state, and paragraphs 2, 4, 6, and 7 must be left blank. If any part of the absence was without leave, paragraph 8, otherwise left blank, must state the period or periods. Explanations should go under the head of "Remarks."

I certify that I have not been absent from my consular district, with or without leave, during the period covered by this account, except as hereinbelow stated:

- day's leave of absence, with permission to visit the United States, granted me (Date)
- Left post at in performance thereof (Date)
- Arrived at residence in U. S. (Date)
- Left residence or post (Date)
- Arrived at post, resumed duty (Date)
- Days necessarily occupied in transit to residence days.
- Days necessarily occupied in return transit to post days.
- Absent without leave days, from to (Date)

REMARKS

Not absent

Parker W. Bohman,
F.S.O., of the United States of America.

VICE CONSUL'S CERTIFICATE AS TO COLLECTIONS AND ABSENCE WHEN IN CHARGE

Note.—If the certificate as to absence of principal officer shows an absence from his consular district, then the following form must be filled in and signed by the vice consul or person in charge during the absence of said principal officer.

If the vice consul should be absent from consular district, paragraph 4 must state whether same was under orders from the Department of State, as long provided by the Department of State, or otherwise.

- I was in charge of Consulate from to inclusive, and collected fees amounting to \$
- I certify that I have not been absent from this consular district during the above period, except as hereinbelow stated:
- From to Said absence was Department of State, stated
- I collected \$ as miscellaneous receipts during this period which, show no disbursements were made, was delivered to against his receipt to be accounted for by him.

Vice Consul of the United States of America.

ACCOUNT-CURRENT

Of

Parker W. Bohman,

Foreign Service Officer of the United States

At Lisbon, Portugal.

FOR THE PERIOD

From November 1, 1936
(Date)

To November 30, 1936
(Date)

Balance due the United States \$ Nil

November 30, 1936
(Date)

Respectfully forwarded to the Department of State for administrative examination and reference to the General Accounting Office.

Parker W. Bohman,

F.S.O., of the United States of America.

Examined by

DEPARTMENT OF STATE

(Date)

I certify that this account has received the administrative examination required by law and the regulations, and is approved for \$, chargeable to the appropriations specified below and in the amounts named, and referred to the General Accounting Office, Audit Division, for settlement.

Transportation	19	\$
Salaries, Foreign Service Officers	19	\$
Contingent Exp., Foreign Service	19	\$
Salaries, Foreign Service Clerks	19	\$
Misc'l. Salaries and Allowances	19	\$
Office and Living Quarters	19	\$
Printing and Binding	19	\$
Salary, Chargé d'Affaires	19	\$
	19	\$
	19	\$
	19	\$

REMARKS

Chief, Bureau of Accounts