
Spanish Civil War History Project

Spanish Civil War History Project Collections

1936

Government form] - Dept. of State Consular Service deposit [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 a memorandum copy 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 be stated, 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. Expressions 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 hereinafter stated:

1. _____ day's leave of absence, with _____ permission to visit the United States, granted me _____
2. Left _____ in _____ in _____
3. Arrived at residence in U. S. _____
4. Left residence at post _____
5. Arrived at post, resumed duty _____
6. Time necessarily occupied in transit to residence _____ days.
7. Time necessarily occupied in return transit to post _____ days.
8. Absent without leave _____ days, from _____ to _____

REMARKS

George M. Graves
F. S. Officer of the United States of America.

VICE CONSUL'S CERTIFICATE AS TO 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, or leave granted by the Department of State, or otherwise.

1. I was in charge of Consulate from _____ to _____, inclusive, and collected fees amounting to \$ _____
2. I certify that I have not been absent from this consular district during the above period, except as hereinafter stated:
3. From _____ to _____
4. Said absence was _____ Department of State, dated _____

Vice Consul of the United States of America.

ACCOUNT-CURRENT

George M. Graves

F. S. Officer of the United States

At **Vigo, Spain**

FOR THE PERIOD

From **November 1, 1936**

To **November 30, 1936**

Balance due the United States \$ _____

Nov. 23, 1936

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

George M. Graves
George M. Graves

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

Examined by _____

DEPARTMENT OF STATE

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	10	\$
Salaries, Foreign Service Officers	19	\$
Contingent Expenses, U. S. Consulates	19	\$
Allowance for Clerks at Consulates	19	\$
Relief of American Seamen	19	\$
Office and Living Quarters	19	\$
Printing and Binding	19	\$
Post Allowance	19	\$
Salary, Chargé d'Affaires	19	\$
	19	\$
	19	\$

REMARKS

Chief, Bureau of Accounts.