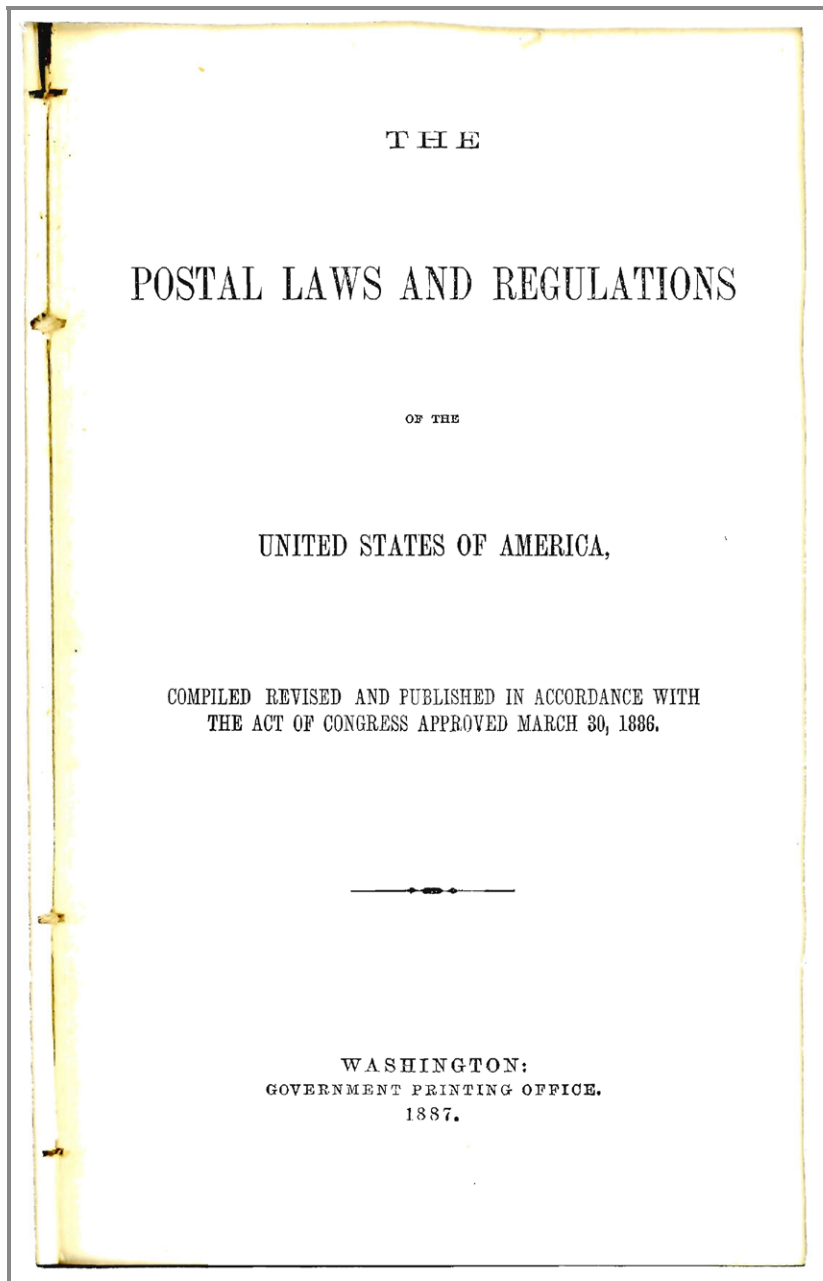


# US Postal Laws & Regulations

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Year: 1887

Postal notes



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## CHAPTER FORTY-FOUR.

## POSTAL NOTES.

**Sec. 1397. The Postal Note Authorized.**—That the first section of the act entitled “An act to modify the Postal Money-Order System, and for other purposes,” be amended so as to read as follows:

“That for the transmission of small sums under five dollars through the mails the Postmaster-General may authorize postmasters at money-order offices, or at such other offices as he may designate, to issue money-orders, without corresponding advices, on an engraved form to be prescribed and furnished by him; and a money-order issued on such new form shall be designated and known as a “postal note,” and a fee of three cents shall be charged for the issue thereof. Every postmaster who shall issue a postal note under the authority of the Postmaster-General shall make the same payable to bearer, when duly receipted, at any money-order office; and after a postal note has once been paid, to whomsoever it has been paid, the United States shall not be liable for any further claim for the amount thereof; but a postal note shall become invalid and not payable upon the expiration of three calendar months from the last day of the month during which the same was issued; and the holder, to obtain the amount of an invalid postal note must forward it to the Superintendent of the Money-Order System, at Washington, District of Columbia, together with an application, in such manner and form as the Postmaster-General may prescribe, for a duplicate thereof, payable to such holder; and an additional fee of three cents shall be charged and exacted for the issue of the duplicate: *Provided*, That all provisions of law applicable to the issue of postal notes at money-order offices, and to postmasters, clerks, and other employees therein, shall be equally applicable to offices authorized to issue postal notes under this act.”

(Act Jan. 3, 1887, 24 Stat., 354.)

That the provisions of section thirty-eight hundred and thirty-four, title forty-six, chapter one, and the provisions of sections four thousand and twenty-seven, four thousand and thirty, four thousand and thirty-nine, four thousand and forty-one, four thousand and forty-two, four thousand and forty-three, four thousand and forty-four, four thousand and forty-five, four thousand and forty-six, and four thousand and forty-eight, title forty-six, chapter thirteen, of the Revised Statutes, edition of eighteen hundred and seventy-eight, shall be deemed and taken to be applicable to postal notes as well as to money-orders. (Act of March 3, 1883, § 2 in part, 22 Stat., 527.)

**Sec. 1398.** The Postmaster at Every Money-Order Office will be Furnished with—

1. A supply of the engraved postal note forms.
2. A plyer-punch for perforating the postal notes.
3. Weekly statement sheets, in which provision is made for the entry of postal notes.
4. Blank requisitions for postal notes.
5. Blank applications for duplicates of invalid postal notes.
6. Forms of receipt to holders of invalid postal notes who deliver them for reissue.

**Sec. 1399.** Blank Postal Notes to be Kept Securely.—Postmasters must keep their stock of blank postal notes in their own custody, under lock and key, in some place of security to which unauthorized persons cannot have access, and they will be held responsible for any loss which the Department may suffer arising from fraud made possible through a disregard of this regulation.

**Sec. 1400.** Postal Notes Issued Concurrently with Money Orders, not in Lieu of Them.—It must be distinctly understood that postal notes are not to take the place of money orders. A remitter may, at his option, select either the money order or the postal note as a means of remitting money by mail. But applicants should be informed that a postal note is sent at the remitter's risk, while the Government is responsible for the payment of a money order to the true payee, if both remitter and payee comply with the laws and the regulations and instructions of the Post-Office Department.

**Sec. 1401.** The Fee.—The uniform fee for the issue of a postal note is three cents.

**Sec. 1402.** The Amount.—A postal note may be issued for any sum from one cent to four dollars and ninety-nine cents, inclusive, but not for a fraction of a cent or for any sum including a fraction of a cent, or for any larger sum than four dollars and ninety-nine cents.

**Sec. 1403.** Process of Issue.—The postmaster who is called upon to issue a postal note must—

1. Enter in the stub with pen and black ink the amount in figures and the date of issue.

2. Enter in the body of the note with pen and black ink the date of issue, and the amount, which must in all cases be written after this manner: *Four dollars ninety-nine cents*, or *Three dollars sixty-seven cents*. That is to say, the amount, both in dollars and cents, must be written out in full in letters. If a note be issued for less than one dollar, two heavy lines must be drawn through the space for "dollars" thus: **=====**;

and if a note be issued for a sum in dollars without cents, two heavy lines should be drawn in the same manner through the space for "cents."

3. Sign the postal note above the word "postmaster." (The signature of the postmaster who issues a postal note must invariably be written and not stamped thereon.)

4. Cut or tear the note from the stub in such manner as to leave the coupon containing the amount in dollars for which the note is issued on the note, and the remaining coupon or coupons, if any, to the left on the stub. Thus, if a note be issued for \$3.67, the cutting should be done between the \$3 and \$4 coupons, so as to leave the \$3 coupon on the note and the \$4 coupon on the stub. If a note be issued for \$4.25, all the coupons should be left on the note. If a note be issued for a sum in dollars without cents, as, for example, \$2.00, the \$1 and \$2 coupons should be left on the note and the \$3 and \$4 coupons on the stub.

5. With the pleyer-punch furnished by the Post-Office Department carefully punch the amount in cents from the two rows of figures on the right-hand margin of the note headed "Dimes" and "Cents," respectively. As, for example, for 23c. punch the "2" in the "Dimes" column, and the "3" in the "Cents" column; for 9c. punch the "0" in the "Dimes" column and the "9" in the "Cents" column. Where a note is issued for a sum in dollars without additional cents, punch the "0" in the "Dimes" column and the "0" in the "Cents" column.

6. Place the impression of his money-order stamp on the back of the note in the space provided for the dated money-order stamp of the issuing office.

7. Cancel all coupons remaining attached to the stub, if there be any, by punching a hole in each of them.

The postal note is then complete and ready to be handed to the applicant upon payment by the latter of the amount thereof and the fee for its issue.

**Sec. 1404. Models of Issued Postal Notes.**—The printed models furnished by the Superintendent of the Money Order System illustrate a postal note correctly issued for various amounts. To prevent mistakes postmasters will find it advisable to carefully study these models.

**Sec. 1405. Process of Payment.**—The postmaster who is called upon to pay a postal note must:

1. Satisfy himself that the note is a genuine one and see that it is correctly filled up.

2. See that the amount written in the body of the note and the amount represented by the largest of the adhering coupons and the figures which have been punched out agree.

(If these amounts differ, the postmaster to whom the note is pre-

sented is at liberty to pay the smaller amount at the request of the holder. In such event he should address an inquiry to the issuing postmaster as to the correct amount for which the note should have been issued, as shown by the stub. If the reply shows that the smaller amount is correct, the memorandum "Paid \$—, the true amount according to issuing postmaster's stub," should be written across the face of the paid note, for which credit may then be taken. If the reply shows that the larger amount is the true one, the postmaster should pay to the holder the remainder due him, write across the face of the note the words, "Paid \$—, the true amount as shown by the issuing postmaster's stub," and claim credit for the payment of the note.)

3. Require the person who presents the note to receipt it in the space set apart for that purpose.

4. Place the impression of his dated money-order stamp on the back of the note in the space provided for the dated money-order stamp of the paying office.

(If a postal note be presented which is already receipted upon its face, if receipted by another than the holder, the postmaster must require the holder to sign his name in the margin on the back of the note, and whether the holder be the person who first signed it on the face or not, he must sign it again on the back if he be unknown to the postmaster; but if the note be already receipted by the person who presents it, and the latter is known to the postmaster, no further signature will be required.)

5. Cancel the paid postal note by punching out the star in the lower right-hand corner.

**Sec. 1406. Payment at Office of [Issue.]**—A postal note, if issued at a money-order office, may be paid at the office of issue to the bearer at any time within three months from the last day of the month of issue, but if issued at a postal-note office, it cannot be paid thereat.

**Sec. 1407. Cancellation of Paid Postal Notes.**—From every postal note paid the postmaster will punch out the star in the lower right-hand corner, thereby canceling the note.

Postmasters at money-order offices will be furnished with a supply of special envelopes for inclosing paid postal notes which accompany their weekly statements.

Postmasters will place all the paid postal notes each week in one of the special envelopes printed for the purpose, securely seal the same, mark upon the package the number of paid and repaid notes, thus:

"—— Paid Postal Notes.

"To accompany Weekly Statement No. ——,

"For week ended —— —, 18—,



"From post-office at ———,  
"State of ———."

and inclose the sealed package in the same envelope with the weekly statement.

**Sec. 1408. Written Application not Required.**—A written application is not required from the purchaser of a postal note as it is from the purchaser of a money order.

**Sec. 1409. Not to be Entered in Register.**—1. The particulars of issued postal notes are not to be entered in the register of orders issued.

2. The particulars of paid postal notes are not to be entered in the register of advices received.

**Sec. 1410. No Limit of Number.**—No limit is fixed to the number of postal notes which may be issued to the same person on the same day.

**Sec. 1411. Should be Examined by Purchaser.**—Persons procuring postal notes should carefully examine them to see that they have been correctly filled up and stamped. This caution will appear the more important when it is understood that any defect in this respect will throw difficulties in the way of payment.

**Sec. 1412. Stubs to be Safely Kept in Issuing Office.**—Upon the day when the last note is issued from any book of postal notes, the bound stubs must be carefully filed in the post-office for purposes of reference. They must be kept in a secure place under lock and key. Postmasters will be held responsible for the safe keeping of these important documents. Negligence in this respect will subject a postmaster to prompt removal.

**Sec. 1413. All Blank Notes to be Accounted For.**—"Spoiled" and "Not Issued" Notes.—The forms of postal notes are numbered consecutively. If, through mistake or from any other cause, any of them are spoiled, the words "not issued" must be written or stamped across the face of the note. The spoiled note must be transmitted to the Superintendent of the Money-Order System with the weekly statement, and must be entered therein in its proper numerical order, with the words "not issued" written opposite, the particulars and amount of the note being left blank. No departure from this rule will be permitted, as the Postmaster-General imperatively requires that every blank form of a postal note sent to a postmaster shall be accounted for at the end of the week in which it is used, or canceled as spoiled and not issued.

#### PAYMENT OF POSTAL NOTES.

**Sec. 1414. No Advice.**—No advice of a postal note is to be made out as in the case of money orders.

**Sec. 1415. Books to be Examined and Defects Reported.**—Postal-note forms should be carefully examined by the postmaster immediately upon their



receipt, and all irregularities reported. Should a blank postal note be omitted in the book supplied to the post-office, the postmaster will make a note thereof opposite the proper number in the weekly statement in which the postal note would have appeared if supplied. Should any of these blanks be defective or mutilated, the postmaster will cut out and return the same to the Superintendent of the Money-Order System, and treat the blank or blanks as "Not issued." Should any of the blank postal notes be duplicated, it will only be necessary to cut out the extra one and return it to the Superintendent of the Money-Order System in a registered package.

**Sec. 1416. Omission of Stamped Date of Issue.**—Should the stamp of the issuing postmaster and the written date be wanting from a postal note, the postmaster to whom it is presented must decline payment; but a postal note may be paid notwithstanding the absence of the stamp of the issuing office, provided the note is not defective in any other respect. Postal notes from which the stamp of either post-office has been omitted will be rejected as vouchers by the Department, and will be returned to the postmaster at fault in order that the omission may be supplied.

**Sec. 1417. The United States not Liable, After Payment, to Further Claim.**—After once having paid a postal note, by whomsoever presented, the United States will not be liable to any further claim for the amount thereof; and inasmuch as every postal note is payable to bearer, no consideration can be given by the Post-Office Department to complaints of improper payment. Complaints of the loss of letters containing postal notes will, however, be treated as are complaints of the loss of other valuable letters, and investigated as cases of mail depredation.

**Sec. 1418. Notes to be Examined as to Genuineness.**—The postmaster at every money-order office must make himself thoroughly acquainted with the appearance of the postal note, in order that he may be able to decide as to the genuineness of any document which may be presented to him as a postal note for payment. If he has any doubt upon this point, he should compare the note so presented with the genuine postal notes in his possession supplied to him for issue. Postmasters are enjoined to exercise especial care in this particular, because they will be held responsible in the event of payment by them of altered or counterfeit notes, and will be required to make good any loss occasioned by such erroneous payment.

**Sec. 1419. Erasures and Alterations.**—The postmaster must furthermore see that none of the particulars contained in postal notes presented to him for payment has been erased or altered, and that the postal note itself has not been cut, defaced, or mutilated other than by the necessary punching required for its issue. If for any reason he has occasion to

refuse or delay payment of a postal note, he must at once report the facts, by mail, to the Superintendent of the Money-Order System, Post-Office Department, Washington, D. C., or he may use the telegraph for the purpose if the case be very urgent, but in no other event.

Postmasters must not pay postal notes having coupons pasted or otherwise fastened to them until after they shall have ascertained the true amount of such notes from the issuing postmaster, for which purpose Form No. 6099 should be employed. When the note is paid the words, "Paid \$—, the true amount as shown by issuing postmaster's stub," should be written across the face thereof. Postmasters who fail to take the precaution enjoined herein will be held strictly accountable for any loss which may result from their negligence.

**Sec. 1420. Duplicate Cannot be Issued of Lost Postal Note.**—If a postal note be lost or destroyed, no duplicate thereof can be issued.

**Sec. 1421. Duplicate of Invalid Note.**—1. If a postal note be not paid within three months from the last day of the month of issue, it will become invalid and not payable, and the holder, to obtain the amount thereof, less an additional fee of three cents (which must be charged by law), must receipt the postal note, deliver it to the postmaster at some money-order office, and sign an application for a duplicate, payable to him by such postmaster, to be issued by the Superintendent of the Money-Order System.

2. The postmaster to whom an invalid postal note is delivered for the purpose of obtaining a duplicate must give to the person who delivers it a receipt therefor (written upon Form No. 6096), fill up the stub of the receipt and file it, and must then inclose the invalid note with an application (Form No. 6097), in an envelope addressed to the Superintendent of the Money-Order System, Washington, D. C., which must be sent in a registered package. At the time of payment of the duplicate note the postmaster must require the payee of the duplicate note to pay the sum of three cents, the fee for the issue of a duplicate required by law, and must debit himself with this fee in his cash book and weekly statement.

3. The duplicate to be issued by the Department will be made payable to the applicant by name, and upon payment of the same the postmaster must require the owner to give up his receipt for the invalid note.

4. Invalid postal notes may be presented for reissue at any money-order office, and a duplicate of an invalid postal note can only be drawn upon the post-office where the original was so presented.

**Sec. 1422. Placards.**—The postmaster at every money-order office will be furnished with a placard announcing to the public that postal notes

may be obtained thereat, which placard must be posted in a conspicuous place in the post-office.

**Sec. 1423. Office Hours.**—The hours during which post-offices are to be kept open for the conduct of the postal-note business are the same as the hours during which money-order business is transacted thereat.

**Sec. 1424. Applications for Supplies.**—Timely application for new supplies of postal notes must be made to the Superintendent of the Money-Order System, Washington, D. C., so that the issue of postal notes may not be interrupted by lack of the necessary forms.

**Sec. 1425. Rates of Compensation.**—The rates of compensation fixed by law for the clerical labor necessary for the performance of the postal-note business are as follows :

|                                  |                          |
|----------------------------------|--------------------------|
| For each postal note issued..... | 1 cent.                  |
| For each postal note paid .....  | $\frac{3}{4}$ of a cent. |

**Sec. 1426. Postal-Note Funds to be Considered as Money-Order Funds.**—Funds received from the sale of postal notes are to be treated as money-order funds and kept with the latter in the money-order drawer. Surplus funds arising from the issue of postal notes are to be regarded as surplus money-order funds, and must be deposited daily in accordance with section one thousand three hundred and seventy-seven.

Money-order funds and postal-note funds are not to be kept separate, but are to constitute one fund.

**Sec. 1427. The Cash Book and the Weekly Statement.**—The total amount of postal notes issued, the amount of fees received upon the same, and the amount of postal notes paid must be entered daily in the cash book.

The postal notes issued and the postal notes paid must be entered separately from the money orders issued and paid in the weekly statement, and the amounts thereof must be added separately and carried to the summary of the statement. Full instructions as to the manner of entering postal notes in the weekly statement will be found in the headings of the weekly statement sheets supplied to all postmasters at money-order offices.

**Sec. 1428. Caution.**—To prevent the loss of paid postal notes, all weekly statements transmitted to the Superintendent of the Money-Order System must be sent in registered packages.

While it is thought that cases of loss will be very few in number if all weekly statements be duly registered, still it is deemed expedient to caution postmasters that it would be desirable for their own protection to keep a copy of the list of paid postal notes accompanying each weekly statement. Such copy may be made out upon one of the regular weekly statement blanks, and it would be well if the postmaster should take

the precaution to have a witness to the inclosing and mailing of the paid notes in the weekly statement.

If these precautions (which the postmaster is not required, but simply advised, to take for his own protection) be adopted, the postmaster will have in his possession, in case of loss, good evidence upon which to found an application to the Department for relief.

AS TO "POSTAL-NOTE" OFFICES AT WHICH HAS BEEN AUTHORIZED THE ISSUE ONLY OF POSTAL NOTES, NOT THE PAYMENT THEREOF.

An extract from the law, act of January 3, 1887, will be found in section one thousand three hundred and ninety-seven.

**Sec. 1429. Supplies, Forms, &c.**—The postmaster at every postal-note office will be furnished with—

1. A supply of the engraved postal-note forms.
2. A pleyer-punch for perforating postal notes.
3. Weekly statement sheets containing precise instructions as to the manner in which the entries therein are to be made.
4. Blank requisitions for postal notes.
5. A postal-note stamp containing the name of his office and State, and the letters "P. N. B.," with provision for changing dates.
6. A cash book for the entry of a daily cash account.
7. Forms of remittance letter to accompany remittances of postal-note funds to the post-office designated as the depository for such funds.
8. A list of money-order offices for the information of the public.

**Sec. 1430. Sent at Remitter's Risk.**—Purchasers of postal notes should be informed that such notes are sent at remitter's risk, and that if lost or destroyed, no duplicate can be issued.

**Sec. 1431. The Cash Book.**—At the close of each business day the postmaster at every postal-note office is required to enter the day's business in his postal-note cash book, after the following form:

| DR.  | [DATE.] |    | CR.                                 |        |
|--|---------|----|-------------------------------------|--------|
| To balance brought forward.....  | \$16    | 73 | By certificate of deposit, No. .... | \$8 00 |
| " amount received for postal notes issued, No. — to No. —, inclusive ..... | 13      | 50 |                                     |        |
| " amount of fees upon same.....  |         | 15 | " balance .....                     | 22 38  |
|  | 30      | 38 |                                     | 30 38  |

**Sec. 1432. Daily Remittances.**—At the close of each business day the postmaster must remit to the postmaster of the office designated as his depository of postal-note funds the full balance of such funds in his hands, omitting cents.

Such remittances must be made in the manner prescribed in section one thousand three hundred and ninety-five.