ADMIRALTY FLEET ORDER

REQUISITIONS FOR MONEY AND TRANSFERS OF CASH BETWEEN SUPPLY OFFICERS

ADMIRALTY, S.W.1,
29th November, 1945.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of Their Lordships,

Distribution Limited
To Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships, down to Corvettes and Frigates, Superintendents or Officers in Charge of H.M. Naval Establishments.

Note:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1943, Instructions, paragraph 10.
6781—Requisitions for Money and Transfers of Cash between Supply Officers

(D.G.S./D.N.A. 30160/45.—29 Nov. 1945.)

The following new forms have been introduced to supersede the existing forms S.5 and S.5A (in book form) and S.5B and S.5C (single forms). The new forms are single forms.

S.5A ... Requisition for Money to Replenish Public Chest
on the reverse of which is printed
Supply/Receipt Note for Money to Replenish Public Chest.

S.5B ... Transfer of Cash
on the reverse of which is printed.

Transfer of Cash—Acceptance.

2. The purpose of these forms is self-evident, and full instructions for their use are given below and will in due course be embodied in K.R. & A.I.

3. Ships and Establishments at Home carrying Supply Officers are to demand on the R.N. Store Depot, Elveden Road, Park Royal, London, N.W.10, for supplies required, whilst those abroad are to demand on the appropriate (Superintending Naval Store Officer, to whom supplies will be made without demand. Supply Officers are to distribute supplies to tenders as necessary.

4. The new forms are to be brought into use at the first opportunity, when the old forms are to be put to waste.

5. It is an essential feature of the system employed in the Admiralty for checking transfers of cash that the actual supply/receipt/transfer notes shall be "married" together; for this reason it is essential that the proper forms be used. If, therefore, for any reason it becomes necessary to use local substitutes, it is important that their size shall correspond exactly with the official forms, and especially they should not be smaller.

6. When preparing these forms it is important that Supply notes be clearly distinguishable from Receipt Notes. They should preferably be typed, using good carbon and ensuring that they "register" by using a folded-over backing sheet.

7. Supply Officers concerned are to ensure that tenders understand and follow the procedure correctly.

Instructions for the use of Form S.5A

(1) The form is to be prepared in quadruplicate by the Supply Officer (or, in the case of a ship not carrying a Supply Officer but keeping a stock of public money and rendering a Contingent Account, the Commanding Officer) and approved by the Commanding Officer.

(2) The triplicate and quadruplicate are to be sent to the Cashier or Supply Officer from whom it is proposed to draw the cash, in good time (preferably at least one clear day) before it is intended to draw.

(3) The officer drawing the cash is to take the original and duplicate with him when he draws the cash.

(4) The officer supplying the cash is to complete the reverse as a supply note on the triplicate and quadruplicate and hand these copies over with the cash against receipt (but see (8) below for ships not carrying their own accounts).

(5) The officer drawing the cash is to complete the reverse as a receipt note on the original and duplicate and hand these copies in exchange for the cash and supply notes.

(6) The officer supplying the cash is to use the receipted original and duplicate copies as his cash voucher and duplicate cash voucher respectively (but see (8) below for ships not carrying their own accounts).

(7) The officer taking the cash on charge is to use the triplicate and quadruplicate copies as his cash voucher and duplicate cash voucher respectively.

(8) If the ship to which the cash is supplied does not carry a Supply Officer, the officer supplying the cash is to send forms S.5B "Transfer of Cash" to the accounting base, attaching thereto the duplicate S.5A. In that case he will not require to retain a copy as a duplicate voucher to his own cash account, but will support it by means of S.5B as explained below.
Instructions for the use of Force S.43.

1. The form is to be completed in quadruplicate by the Supply Officer in the case of a ship not over 500 tons. The Supply Officer is to send a copy to the Commanding Officer and to the Control Officer, and to the Commanding Officer, and to the Commanding Officer, and to the Commanding Officer.

2. The requisitions and experiences are to be sent to the Master of the ship. The Supply Officer is to send one copy to the Commanding Officer, and one copy to the Control Officer, and one copy to the Commanding Officer, and one copy to the Commanding Officer.

3. The Supply Officer is to keep a record of the receipt and expenditure of all supplies received and to invoice the same to the master of the ship. The Supply Officer is to keep a record of the receipt and expenditure of all supplies received and to invoice the same to the master of the ship.

4. The Supply Officer is to keep a record of the receipt and expenditure of all supplies received and to invoice the same to the master of the ship.

5. The master of the ship is to keep a record of the receipt and expenditure of all supplies received and to invoice the same to the Supply Officer.

6. The Supply Officer is to keep a record of the receipt and expenditure of all supplies received and to invoice the same to the master of the ship.

7. The Supply Officer is to keep a record of the receipt and expenditure of all supplies received and to invoice the same to the master of the ship.

8. The master of the ship is to keep a record of the receipt and expenditure of all supplies received and to invoice the same to the Supply Officer.

9. The Supply Officer is to keep a record of the receipt and expenditure of all supplies received and to invoice the same to the master of the ship.