TO: DIRECTORS OF RELIEF
DIRECTORS OF DROUGHT RELIEF
ACCOUNTANTS IN CHARGE OF DROUGHT RELIEF RECORDS

Re: Feed and Seed Notes, Form RR-120,
and Consignment Sales and Purchase
Journal, Form A-21.

In order to achieve a uniform procedure of reporting feed
and/or seed loans from consignment inventory, we suggest that you
adopt the following methods of making out the above mentioned docu-
ments.

Feed and Seed Note-Form RR-120

1. The client’s name should be typed or printed in ink below
the printed line on the note, or in the lower right-hand corner,
after client has signed the note.

2. The rural route number should be given in listing the
client’s address.

3. The county and note number should be typed or written in
ink and not in pencil.

4. Each note and each purchase order covering commodities
distributed from consigned stock should be rubber-stamped, "The
Commodity Distributed on this Order is from Consignment Stock."

5. A client who is unable to write should make an (X) on the
line for signature in the presence of two witnesses whose names
must appear on the note. One of the witnesses should write the
client's name after the (X).

6. If a partnership exists, both partners should sign the note
and type or print in ink the word, "Partnership" underneath the line
for signatures.

7. If a client receives an order of more than one commodity
on the same day, do not issue separate notes but list all the com-
modities on one note.

Consignment Sales and Purchase Journal - Form A-21

1. All notes must be listed in numerical order as per previous
instructions.
Consignment Sales and Purchase Journal - Form A-21 (continued)

2. It will not be necessary to list the client's address on Form A-21.

3. Be sure that Form A-21 is properly certified before mailing same to this office.

Your compliance with these instructions will be appreciated.

Very sincerely yours,

[Signature]

Arlie Mucks, Director
Rural Division