

D. O. Vol. No. \_\_\_\_\_

Bu. Vou. No. -----

## GENERAL ACCOUNTING OFFICE PREAUDIT

Certified for payment in the  
sum of \$\_\_\_\_\_

**Comptroller General of the  
United States**

By \_\_\_\_\_

U. S. \_\_\_\_\_  
(Department, bureau, or establishment)

Voucher prepared at \_\_\_\_\_ (Give place and date)

THE UNITED STATES, Dr.,

*To* \_\_\_\_\_  
(Payee)

Address \_\_\_\_\_

Payee's Account No. \_\_\_\_\_

PAID BY

(For use of Paying Office)

No. and Date of Order	Date of Delivery or Service	Articles or Services (Enter description, item number of contract or general supply schedule, and other information deemed necessary) Terms ----- % Discount Cash ----- days	Quantity	UNIT PRICE		AMOUNT	
				Cost	Per	Dollars	Cts.
		Brought forward from continuation sheet(s)					

Shipped from _____ to _____	Weight _____	Government B/L No. _____	Total _____
-----------------------------	--------------	--------------------------	-------------

I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or local sales taxes are not included in the amounts billed.

(Payee must NOT use this space)

Differences		


---

-----

Account verified, correct for -----

(Signature or initials) \_\_\_\_\_

Per \_\_\_\_\_ Title \_\_\_\_\_ | (Signature or initials) \_\_\_\_\_

Contract No. \_\_\_\_\_ Date \_\_\_\_\_ Req. No. \_\_\_\_\_ Date \_\_\_\_\_ Invoice Rec'd \_\_\_\_\_

Pursuant to authority vested in me, I certify that the above articles were received in good condition, after due inspection, acceptance, and delivery prior to payment as required by law, or the services were performed as stated; that they were procured under the contract numbered above or the unnumbered contract attached hereto, or that they were procured without written contract, in open market, and with or without advertising, under the circumstances stated in No. \_\_\_\_\_ of "Method of or Absence of Advertising" shown on reverse hereof, and were necessary for the public service; and that the prices charged are just and reasonable and in accordance with the agreement.

† Approved for \$\_\_\_\_\_ (Sign original only) †

\_\_\_\_\_

Title \_\_\_\_\_

**ACCOUNTING CLASSIFICATION** (for completion by Administrative Office)

<b>Appropriation, limitation, or project symbol</b>	<b>Appropriation title</b>				<b>Limit'n or Proj't Amount</b>	<b>Appropriation Amount</b>
<b>Allotment symbol</b>	<b>Amount</b>	<b>Obligations liquidated</b>	<b>COST ACCOUNT</b>		<b>OBJECTIVE CLASSIFICATION</b>	
			<b>Symbol</b>	<b>Amount</b>	<b>Symbol</b>	<b>Amount</b>

Paid by { Check No. \_\_\_\_\_ dated \_\_\_\_\_, 19\_\_\_\_, for \$ \_\_\_\_\_ } on Treasurer of the United States in favor of  
{ Cash, \$ \_\_\_\_\_, on \_\_\_\_\_, 19\_\_\_\_, Payee \_\_\_\_\_ } payee named above.  
(Sign original only)

(Sign original only)

\* When a voucher is signed or receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.  
 \* If the ability to sign or receipt is not approved or approved on conditions, the signature only is necessary; otherwise, the approving officer will sign in the blank space below "Approved for \$.....", and over his official title.

Per \_\_\_\_\_

Title \_\_\_\_\_



# METHOD OF OR ABSENCE OF ADVERTISING

(Sec. 3709 of the Revised Statutes)

1. After advertising in newspapers.

2. (a) After advertising by circular letters sent to \_\_\_\_\_ dealers.

(b) And by notices posted in public places.

(If notices were not posted in addition to advertising by circular letters sent to dealers, explanation of such omission must be made. The notation on the certificate on the face of the voucher must be "2(a)(b)" or "2(a)", depending on whether or not notices were posted.)

3. Without advertising, under an exigency of the service which existed prior to the order and would not admit of the delay incident to advertising.

4. Without advertising in accordance with \_\_\_\_\_

5. Without advertising, it being impracticable to secure competition because of \_\_\_\_\_

(Here state in detail the nature of the exigency or circumstances under which the securing of competition was impracticable under 3 and 4)

NOTE.—The above form "Method of or Absence of Advertising" is to be used when purchases are made or services secured under proper authority without written agreement in any form. In case of a written agreement (formal contract, proposal, and acceptance, or less formal agreement) Standard Form No. 1036—Revised should be used for abstracting the method of or absence of advertising and award of contract. (See General Regulations No. 51, Supplement No. 6, General Accounting Office, Aug. 20, 1930.)

10-1751