

16-4
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RAILWAY EXPRESS AGENCY
710 Atlantic Ave.
Boston, Mass.

September 12, 1941

Gentlemen;

In reference to shipments handled via our service from and to your Department, namely shipments forwarded prepaid and shipments received collect.

Effective with the work of September 16, 1941, in cooperation with the State Comptroller's Office, it will be appreciate if you will arrange to pay our driver in cash or check on all transactions; shipments delivered collect at the time delivery is effected and shipments forwarded prepaid when our driver calls which will be two or three days after shipment is forwarded.

This is the result of interview with Deputy Comptroller Houghton wherein he advised that instructions had been issued to the heads of all State Departments to pay express charges from petty cash funds, thereby eliminating such items being sent to that office.

Yours truly,

/s/ H. A. Hanson

Superintendent