

NORTHERN PACIFIC RAILWAY CO.

_____ DIVISION

SECTION NUMBER _____

SECTION HEADQUARTERS _____

SECTION FOREMAN'S DAILY RECORD OF MATERIAL

RECEIVED, USED, RELEASED
AND SHIPPED AWAY

MONTH OF _____ 19____

SECTION FOREMAN

ROADMASTER

CHECKED AGAINST FORM 263 AND
INVOICES IN DIVISION ACCT'G BUREAU,

INSTRUCTIONS

Record must be kept by section foreman, who should enter DAILY in the space provided on the form the quantity and description of material received, used, released and shipped away; and the date and initials of the person to whom the material is issued. The foreman should also show details of all work cars in the service of his gang.

At the end of the month, Form 263 Rev. Foreman's report of material for the month, must be compiled and forwarded, together with Form 7252, to the roadmaster who will approve and send to the Division Accountant. In the latter's office they will be checked and placed in permanent file.

The foreman's report is the only source of information as to amounts to be billed on others for work performed on industry tracks or other work and for the charges to authorities for expenditure. Foremen must be particularly careful to see that all material used in connection with this work is properly indicated.

