



NOTE: Journal vouchers charging other Divisions or the General Construction Department must not be issued later than a date which will permit post office cancelling stamp to show the first of the following month, Journal vouchers charging General Office accounts may be forwarded with the monthly reports, if unable to forward sooner. INSTRUCTIONS



## JOURNAL VOUCHER

PACIFIC GAS AND ELECTRIC COMPANY

Journal Vouchers Involvings GENERAL CONSTRUCTION DEPARTMENT—PREPARE SIX COPIES. SALVAGE (PLANT ACCOUNTING DEPT.)-PREPARE FIVE COPIES. OTHER DEPARTMENTS AND DIVISIONS-PREPARE FOUR COPIES. Issuing Office to retain one copy and forward all others properly signed (including Original) to Receiving Office for accounting and signature.

Receiving Office will forward ORIGINAL to General Auditor, return one copy to Issuing Office, retain one copy and dispose of additional copies (if any) as respective procedures require.

FOR USE OF ACCOUNTING

FOR USE OF ACCOUNTING

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