



New York State Archives

**Outgoing correspondence authorizing the execution of
enclosed drafts A1360**

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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of form letters filled out by the Comptroller's Office giving permission to individuals to execute drafts for purposes such as maintenance, repairs, and salaries. The expenditures all apparently relate to institutions under the supervision of the State Board of Charities. Information includes purpose of expenditure; account number; voucher number and amount.
Creator:	New York (State). Comptroller's Office
Title:	Outgoing correspondence authorizing the execution of enclosed drafts
Quantity:	1.3 cubic feet
Quantity:	7 volumes).
Inclusive Date:	1902-1911
Series:	A1360

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Scope and Content Note

These bound volumes are carbon copies of a basic form letter which is filled out by the Comptroller's Office giving permission to individuals to execute drafts for a variety of purposes such as maintenance, repairs, and salaries.

The expenditures all apparently relate to institutions under the supervision of the State Board of Charities, since the form indicates that all estimates have been approved by the fiscal supervisor of State Charities. Information regularly given on these forms is: purpose of expenditure; account number; voucher number; and amount.

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Other Finding Aids

Available at Repository

Each volume indexed.

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Use of Records

Access Restrictions

There are no restrictions regarding access to or use of the material.

Access Terms

- Authorizing
- New York (State)
- Finance, Public--New York (State)--Accounting
- New York (State). State Board of Charities
- New York (State). Department of Audit and Control