

# INSTRUCTIONS FOR THE PREPARATION OF PAY ROLLS.

All officers and enlisted men of the company, troop, or battery will be paid on this roll. The names of officers, noncommissioned officers, artificers, cooks, and musicians, in each grade, will be entered in the order of seniority, with the given name first, as "John F. Smith, Captain." The names of privates will be entered in alphabetical order, with the given name last, as "Smith, John F., private." Care should be taken to have names of soldiers and dates of enrollment correct. Men of different regiments or branches of the service should not be borne on one roll, except hospital-corps men if actually members of the company. The names of civilian cooks, if State laws authorize their employment, will be placed at the end of the roll after all members of the company, if the roll covers State pay also; they do not receive pay from the United States.

The use of dots and the word "ditto" is prohibited.

The ruled columns must not be used for purposes other than indicated in these instructions or in the printed headings.

Two copies of this roll will be made IF THE ROLL COVERS STATE AND UNITED STATES PAY. One copy will be forwarded to the War Department with account current for the month in which the disbursement is made; the other copy will be used for State purposes.

If the roll covers UNITED STATES PAY ONLY, one copy will be made and forwarded to the War Department with the account current for the month in which the disbursement is made. As many unsigned memorandum copies may be made as are needed for administrative purposes.

This form will be used for all organizations.

## NOTES.

- (1) Organization.
- (2) Number of inclosures.
- (3) Those present will be credited with the figure 1, those absent will be marked "a" each date. These entries will be made by the company commander, and at the close of the tour the number of days to which entitled to pay will be placed in the column total days, under the same heading.
- (4) Place the number of years served, if entitled to increase of State pay for length of service, for instance, 5, 10, 15, 20, 25.
- (5) Place such remarks as affect the pay of the man.
- (6), (7), and (8) will be filled in by the paymaster.
- (6) When rolls cover PAYMENTS FROM STATE FUNDS ONLY, this column should be used as indicated by headings for entry of amounts due for service; when rolls cover PAYMENTS FROM BOTH STATE AND UNITED STATES FUNDS, enter the pay due from the State for this service whenever the State amount is greater than the United States amount.
- (7) Covers pay due from the United States or from funds derived from the United States.
- (8) If the roll be for STATE SERVICE ONLY, the amount paid is the same as in (6). If for UNITED STATES SERVICE ONLY, the amount paid is the same as in (7). When rolls cover PAYMENTS FROM BOTH STATE AND UNITED STATES FUNDS, the entry herein is the exact amount paid the man, which payment should be the greater amount appearing either in column 6 or column 7. The total of entries for column 7 constitutes amount to be accounted for to the United States. The total of entries for column 8 constitutes total amount paid out. The excess of total in column 8 over that of column 7 constitutes the amount paid from State funds and is a voucher for State purposes.
- (9) Only signatures made by mark will be witnessed, and must be witnessed by the officer who signs here.
- (10) and (11) For signature and rank of commanding officer of organization.
- (12) and (13) For signature and rank of disbursing officer.
- (14) and (15) Name and rank of commanding officer of battalion or regiment, and insert organization.

No. 3.

Voucher No. 20

Paid

## PAY ROLL.

(1) Company "D" Second  
Infantry  
From August 25, 1914  
To August 27, 1914

For services at Camp Law  
Cadell W. Va

Pursuant to General Orders, No  
A. G. O., dated July 7  
1914

Amount paid from State funds, \$ 120

Amount paid from United States funds, \$ 120

(2) ..... Inclos

APPROPRIATION:

"Arming and Equipping the Militi

NAME. (Place Christian name of privates last; of all others, first.)	GRADE.	Date of present enlistment; of rank in case of officers.	25	26	27	days.	eligible to military service pay. Instructions § 11/2 mo.
Curmuth, James W.	Pvt	June 12-1912	1	1	1	3	yes
Cobb, Hamilton W.	Pvt	August 14-1914	1	1	1	3	no
Duncan, Clarence	Pvt	Sept. 9-1912	1	1	1	3	yes
Eaves, Evan	Pvt	May 15-1912	1	1	1	3	yes
Estep, Berlee	Pvt	June 25-1913	1	1	1	3	yes
Glazier, Sherd	Pvt	Sept 9-1912	1	1	1	3	yes
Garnett, W. L.	Pvt	Aug 14-1914	1	1	1	3	no
Hagerman, Willie	Pvt	June 11-1912	1	1	1	3	yes
Harold, Henry	Pvt	Nov 23-1912	1	1	1	3	yes
Holsten, William	Pvt	Sept 17-1912	1	1	1	3	yes
Horney, Jesse	Pvt	June 25-1913	1	1	1	3	yes
Hughes, James M.	Pvt	June 25-1913	1	1	1	3	no
Harper, Irving	Pvt	Aug. 14-1914	1	1	1	3	no
Kelly, Gaydon	Pvt	Aug 12-1914	1	1	1	3	yes
Morrison, Jieqles B.	Pvt	April 8-1913	1	1	1	3	yes
Matthews, Ailie	Pvt	Aug 14-1914	1	1	1	3	no
McComas, Lewis A.	Pvt	June 15-1912	1	1	1	3	yes
Nieely, Audie V.	Pvt	Nov 23-1912	1	1	1	3	yes
Poster, Andrew H.	Pvt	June 28-1913	1	1	1	3	yes
Quimley, James W.	Pvt	March 1-1914	1	1	1	3	yes
Remy, Luther S.	Pvt	July 15-1914	1	1	1	3	no
Riggs, Fred	Pvt	Aug 12-1914	1	1	1	3	yes
Robinson, Harold F.	Pvt	Sept 2-1912	1	1	1	3	yes
Roberts, Dilner	Pvt	June 17-1914	1	1	1	3	no
Rowe, William	Pvt	Aug 10-1914	1	1	1	3	no
Smith, Thomas R.	Pvt	Dec 31-1913	1	1	1	3	yes
Spencer, Tom L.	Pvt	March 18-1912	1	1	1	3	yes
Swimm, John	Pvt	Nov 15-1912	1	1	1	3	yes
Sly, Adelbert	Pvt	June 17-1914	1	1	1	3	no
Steed, James H.	Pvt	July 21-1914	1	1	1	3	yes
Stewart, Albert R.	Pvt	Aug 12-1914	1	1	1	3	no
Tarkana, Mike	Pvt	Sept 9-1912	1	1	1	3	yes
Thomas, Arthur	Pvt	Jan 7-1914	1	1	1	3	yes