



**THE AMERICAN RED CROSS**

**LAKE DIVISION HEADQUARTERS**

2157 EUCLID AVENUE  
CLEVELAND, OHIO

Oct. 12, 1918.

FROM BUREAU OF ACCOUNTING

D.A. - C.L. 11.  
To Chapters of Lake Division.

**INFLUENZA EPIDEMIC EXPENSE.**

In the General Instructions issued from Washington to all Division Managers the following paragraph appears:

**SUPPLIES AND NURSES FOR LOCAL USE AT CHAPTER EXPENSE -**  
"Report to the local Health Officer exactly what supplies and nursing personnels the Chapter can furnish for local use upon his request at Chapter expense. Such expense is a proper charge against the Chapter's share of war fund. Expenditures so made will not be reimbursed from National Fund for Influenza."

We are today in receipt of further instructions advising that expenditures made by Chapters in connection with the epidemic should be reported in the regular way on the monthly report, Form 203, using Line 31 for this purpose, and writing in "Influenza Epidemic Expense."

This also applies to Branches which should report similar expense on Form 204, using Line 11, with the same title "Influenza Epidemic Expense."

We will appreciate having Chapters advise their Branches to this effect.

These instructions apply of course to your monthly reports of Cash Transactions only and have no relation whatsoever to any emergency reports which may be called for by other departments at Headquarters.

Very truly yours,

  
Director Department of Accounts.

WFM-H

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