

(No. 6.)

**POST OFFICE DEPARTMENT,**

APPOINTMENT OFFICE, WASHINGTON, *2 Aug* 185*2*

SIR:

The POSTMASTER GENERAL has appointed you POSTMASTER at *Dayton* County of *Yam Hill* State of *Oregon Territory* in which capacity you will be authorized to act upon complying with the following requirements:

1st. To execute the enclosed bond, and cause it to be executed by two sufficient sureties, in the presence of suitable witnesses; and the sufficiency of the sureties, and their oath or affirmation, to be certified by a qualified magistrate.

2d. To take and subscribe the oath or affirmation of office enclosed, before a magistrate, who will certify the same.

3d. To exhibit your bond and oath, duly executed and certified as aforesaid to *Edward L. Bill* or the person having charge of the Post Office of *Dayton* and then to deposit them in the mail, under an envelope, addressed to me.

You will then be entitled to enter upon the duties of the office, *without waiting for a commission*, and to take charge of the public property belonging to the Post Office aforesaid, such as desks, cases, boxes, tables of the Post Offices, laws and instructions, mail keys, blanks, letters and papers on hand, and stationery.

After the receipt, at this Department, of your bond and qualification, duly executed and certified, and the approval of the same by the Postmaster General, a commission will, *in due course of business*, be sent to you.

If the bond and oath be not executed and returned within one month from the estimated time of receipt, it will be understood that you decline accepting the appointment.

It will be your duty to continue in the charge of the office, either personally, or by assistant, until you are relieved from it by the consent of the Department, which will be signified by the discontinuance of your office, or the appointment of your successor.

*Very respectfully,*  
*Your obedient servant,*

*S. D. Davis*  
First Assistant Postmaster General.

*Joel Palmer Esq.*  
N. B.—The quarters expire on the 31st March, 30th June, 30th September, and 31st December. Accounts must be rendered for each quarter within two days after its close.

Postmasters are not authorized to give credit for postage. Want of funds therefore is no excuse for failure of payment.

A Postmaster must not change the name by which his office is designated on the books of the Department without the order of the Postmaster General.

Be careful in mailing letters and transient newspapers, to post-mark each one, in all cases, with the name of your office *and State*; and in all communications to the Department, to embrace the date, the name of your Post Office, County, (or district) and State.

POST OFFICE DEPARTMENT

Appointment Office, Washington

188

Sir:

The Postmaster General has appointed you POSTMASTER at

County of \_\_\_\_\_

State of \_\_\_\_\_

in which

you will be authorized to set upon complying with the following requirements:

1st. To execute the enclosed bond, and cause it to be executed by two sufficient sureties, in the presence of suitable witnesses; and the sufficiency of the sureties, and their oath or affirmation, to be certified by a qualified magistrate.

2d. To take and subscribe the oath or affirmation of office enclosed, before a magistrate, who will certify the same.

3d. To exhibit your bond and oath, duly executed and certified as aforesaid to

or the person having charge of the Post Office, and then to deposit them in the mail,

Office of \_\_\_\_\_

under an envelope, addressed to me.

You will then be entitled to enter upon the duties of the office, without waiting for a commission, and to take charge of the public property belonging to the Post Office, such as desks, cases, boxes, tables of the Post Office, laws and instructions, mail keys, blank letters and papers on hand, and stationery.

After the receipt, at the Department, of your bond and qualification, duly executed and certified, and the approval of the same by the Postmaster General, a commission will, in due course of business, be sent to you.

If the bond and oath be not executed and returned within one month from the estimated time of receipt, it will be understood that you decline accepting the appointment.

It will be your duty to continue in the charge of the office, either personally or by assistant, until you are relieved thereat by the consent of the Department, which will be signified by the discontinuance of your office, or the appointment of your successor.

Very respectfully,

Your obedient servant,

First Assistant Postmaster General

N. B.—The parties expire on the 31st March, 30th June, 30th September, and 31st December. Accounts must be rendered for each quarter within two days after its close.

Postmasters are not authorized to give credit for postage. Want of funds therefore is no excuse for failure of payment.

A Postmaster must not change the name by which his office is designated on the books of the Department without the order of the Postmaster General.

He cannot receive or transmit letters and transient newspapers, to post-mark each one, in all cases, with the name of post-office and State; and in all communications to the Department, to embrace the date, the name of your Post Office, County, (or district) and State.



