

VOLUME 5, “DEFINITIONS”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue, and underlined font**.

The previous version dated **August 2014** is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated hyperlinks and formatting to comply with current administrative instructions.	Revision
A	Changed “Scope” to “General” and added clarifying language to comply with administrative instructions.	Revision
B	Deleted section on “Acronyms” and renumbered subsequent section accordingly.	Deletion
C	Added definitions for Central Accounting Reporting System, Disbursing Officer, Foreign National Personnel, and Statement of Differences.	Addition
C	Deleted the reference to “Serrano versus United States, 612 F.2d 525 (United States. Court of Claims 1979)” from “Presumption of Negligence.” Title 31 United States Code, section 3527 is the law supporting the definition.	Deletion
C	Deleted the following definitions since they are not used in Volume 5: “Administrative Contracting Officer,” “Agent (of Disbursing Officer (DO)),” “Annuity,” “Certified Air Carrier,” “Check Status Inquiry,” “Contributed Currencies,” “Convening Authority,” “Country Use Currency,” “Credit Union Facility,” Creditor Component or Agency,” “Currency Use Payments (CUP),” “Current Limited Depositary Check,” “Deposit-In-Transit System (DITS),” “Direct Deposit System,” “Discrimination,” “Dishonored Instrument,” “Disposable Pay,” “Department of Defense (DoD) Executive Agent,” “Domestic DoD Installation,” “Electronic Certification,” “Electronic Federal Tax Payment System (EFTPS),” “Financial Electronic Data Interchange (FEDI),” “Foreign Currency Fund Account,” “Interim Government,” “Irregularity in a DO’s Account,” “Malpractice,” “Military Post Office Addresses,” “Ministerial Adjustment,” “Oversea	Deletion

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
	DoD Installation,” “Part-time Military Banking Facility,” “Paying Agency,” “Payments, Claims & Enhanced Reconciliation (PACER) System,” “Procurement Contracting Officer,” “Recovered Check,” “Regulatory Agency,” “Remittance Express (REX),” “Routine Pay Adjustment,” “Safekeeping Custodial Officer,” “Small Difference Account,” “Special Drawing Right (SDR),” “Spending Plan,” “State Bank,” “Tactical Disbursing Activity,” “Thrift Institution,” “Treasury Cash Management System (TCMS),” “Treasury Offset Program (TOP),” “Uncurrent Limited Depositary Check,” “U.S.-Owned Foreign Currency,” U.S. Use Currency,” “Vendor Express,” “Vested Assets” and “Write-off.”	

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DEFINITIONS

*A. General

The following list defines general terms of significance or importance in financial accounting policies for the Federal Government or the Department of Defense (DoD) that are discussed in various chapters of this volume. These definitions are provided for general information; it is by no means an exhaustive list of all financial management terms, and it does not define terms when standard dictionary definitions apply. Authoritative guidance with more detailed explanations or nuances may be found in specific chapters. These definitions apply throughout this volume.

B. List of Definitions

Accommodation Exchange

The exchange of U.S. Treasury (Treasury) checks or other U.S. dollar instruments for U.S. dollars (i.e., check cashing) for the convenience of authorized personnel, the exchange of U.S. dollars or dollar instruments for foreign currency for the convenience of authorized personnel or, where permitted, the exchange of foreign currencies for U.S. dollars or dollar instruments.

Accounts Receivable Office

The Accounts Receivable Office, normally located at a Defense Finance and Accounting Service site, records and reports accounts receivable and may be responsible for debt management and collection.

Agency Location Code (ALC)

A 3-digit Regional Finance Center, 4-digit Non-Treasury Disbursing Office (NTDO), or 8-digit Treasury Disbursing Office identifier assigned by Treasury's Bureau of the Fiscal Service (FS). An 8-digit ALC's first two digits identify the department or agency, the third and fourth identify the particular bureau within the department, and the remaining four identify the particular agency account within that bureau. DoD Disbursing Station Symbol Numbers (DSSNs) are NTDOs whose ALCs begin with four zeros and include the DSSN (e.g., 00001234).

Approving Official

A person responsible for one or more Government Purchase Card (GPC) holders or for approving travel vouchers using the Defense Travel System.

Automated Information Systems (AIS) Administrator

A person who programs, schedules, or operates computerized programs, and maintains one or more AIS.

Automated Teller Machine (ATM)

A machine that dispenses cash, accepts deposits, and may perform other functions (e.g., funds transfers among a customer's various accounts). It generally is activated by a plastic card in combination with a personal identification number. Typically, when the cardholder's account is with a financial institution other than the one operating the ATM, its use results in the assessment of a fee by the ATM network (e.g., Armed Forces Financial Network, Cirrus) that processes the transaction.

Basic Agreement

An intergovernmental instrument negotiated with the government of a friendly nation that states in general terms the policies of [DoD Directive 5530.3](#), and authorizes the implementation of those provisions by mutual consent.

Canceled Treasury Check

The process whereby an issued Treasury check that has not been presented for payment is put in a paid status in the Treasury's [Check Processing and Reconciliation System \(CP&R\)](#).

Canceled Treasury Check Types

- a. Canceled available check: A check in the possession of a [Disbursing Officer \(DO\)](#) and either canceled due to non-entitlement, or because it is mutilated or otherwise undeliverable.
- b. Canceled unavailable check: A properly vouchered and issued check not held by a DO or payee (not received by payee, i.e., lost, stolen, or destroyed).
- c. Mass-canceled check: A check issued before October 1, 1989 automatically canceled by the Treasury if not cashed by October 1, 1990.
- d. Limited-payability canceled check: A check issued on or after October 1, 1989 automatically canceled by the Treasury if not cashed within 12 months from its date of issue.

Card Acquiring Service

The government's means of collecting obligations via credit or debit card transactions, and whose objective is to increase electronic collections received by the government and process them in an efficient, timely and cost-effective manner.

Cardholder

A person an agency designates to be issued a GPC and/or government travel card.

Cashier

A military member or DoD civilian employee appointed by a DO to perform duties involving the handling of cash. The recruitment, screening, and selection of persons for these positions should be accomplished with primary regard to the sensitive nature of the position.

*Central Accounting Reporting System (CARS)

CARS is the central accounting system of record for the department of Treasury, Bureau of FS.

Certification

The act of attesting to the legality, propriety, and accuracy of a voucher for payment. See Title 31, United States Code (U.S.C.), [section 3528](#).

Change Fund Custodian

A person who operates from an appropriated fund sales activity (e.g., dining hall, hospital, commissary), and is responsible for safeguarding the cash provided, and may be held pecuniary liable for any loss in the change fund.

Check Issue Discrepancy

Occurs when the issue amount reported by the disbursing office differs from the amount for which the check was issued as evidenced by the printed amount on the check when presented for payment.

a. Check Issue Overdraft: Occurs when the amount printed on either a Treasury or limited depositary (LD) check and paid by the Treasury or LD, as applicable, is greater than the issue amount of that check reported by a DO on the check issue report, or when the amount printed on a check and paid by the Treasury or LD is greater than the amount due shown on the payment voucher.

b. Check Issue Underdraft: Occurs when the amount printed on either a Treasury or LD check and paid by the Treasury or LD bank, as applicable, is less than the issue amount of that check as reported by a DO on the check issue report, or when the amount printed on a check and paid by the Treasury or LD bank is less than the amount due shown on the payment voucher.

Civilian Pay

Addresses entitlements to DoD civilian employees and is also a functional area within the payment process.

Coin

Metallic specie representing either U.S. dollars and foreign currency fractional units or multiples thereof.

Coalition Forces

Temporary alliances of nations or factions for a specific purpose, e.g., those engaged internationally in times of conflict or war.

Collection Agent

An individual appointed by a local commander to perform duties relating to the collection of official funds, including funds held as safekeeping deposits, at a point other than a disbursing office. Performs duties under the general supervision of, and as prescribed by, the appointing officer. Should not be involved with billing or accounting for funds received, and may not be appointed from among disbursing office personnel. Responsibility for duties and functions should be segregated between receipt of funds, recordkeeping, determination of the amount owed, and making demands on the debtor to minimize opportunities for unauthorized, fraudulent, or otherwise irregular acts.

Collections Information Repository (CIR)

Formerly the Transaction Reporting System (TRS). A collections reporting tool, supplying the latest information on deposits and details of collection transactions to federal agencies. It allows financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Commander/Director

A person assigned as a combatant commander, base or installation commander, commanding officer, officer-in-charge, director of a defense activity, U.S. Property and Fiscal Officer (National Guard), or equivalent civilian head.

Continental [United States](#)

The 48 contiguous states and the District of Columbia.

Contingency Operation

A military operation designated by the [Secretary of Defense \(SecDef\)](#) in which members of the U.S. Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or an opposing military force; or results in the call, order to, or retention of, active duty of members of the Uniformed Services under [10 U.S.C. § 688](#), [12301\(a\)](#), [12302](#), [12304](#), [12305](#), [12306](#), or any other law during a war or a national emergency declared by

the President or the Congress. Includes, but is not limited to, a combat, peacekeeping, or noncombatant evacuation operation, or humanitarian assistance or disaster relief effort.

Contract Pay

The entitlement process to pay contractors.

Contractor

Any person, organization, or business concern engaged in a profession, trade or business, and may also be a not-for-profit entity operating as a contractor, including state and local governments and foreign entities, but excluding federal entities and foreign governments, doing business under a contract with an element of the U.S. Government.

Credit Card Collections

A government-wide network under Treasury's Pay.gov program enabling federal agencies to accept collections by credit card over the Internet for offered products and services.

Credit Gateway

A deposit program that the Treasury's FS uses for the receipt of federal agency Fedwire and [Automated Clearing House \(ACH\)](#) credit transactions. A component of FS's Collections and Cash Management Modernization initiative, a multi-year effort to simplify and modernize FS's collections and cash management programs.

Credit Union

A cooperative nonprofit association, incorporated under [12 U.S.C. § 1751](#) *et. seq.* (the Federal Credit Union Act) or similar state statute, to encourage thrift among its members and creating a source of credit at a fair and reasonable rate of interest.

Currency

Paper money in the form of U.S. dollars and foreign banknotes.

Custody Account

An arrangement approved by the Treasury allowing safety stocks of U.S. currency held as a 100% cash reserve on the books of overseas military central funding officers physically held in the government's contractor-operated [Military Banking Facility \(MBF\)](#), with daily settlement between the MBF operator and central funding officer. Absent ready-access to the Federal Reserve System, assures the availability of U.S. currency to support the dollar economy exported to support U.S. Armed Forces stationed overseas.

Defense Check Reconciliation Module

A check register that records the issuance of DoD manual checks. It includes Check Issue and Unavailable Check Cancellation subsystems.

Deputy Disbursing Officer (DDO)

A person appointed as a [deputy](#) to a DO to act in the name of and for that DO to perform any and all acts relating to the receipt, disbursement, custody, and accounting for public funds. The appointing DO may restrict the acts a deputy is authorized to perform. DDOs must be U.S. citizens.

Disbursing

The paying of public funds to entities to whom the Government is indebted; the collection and deposit of monies; the safeguarding of public funds; and the documenting, recording, and the reporting of these transactions.

Disbursing Agent

An agent of a [DO](#), not appointed as a DDO, who generally operates a permanently-located disbursing office that is often geographically separated from the disbursing office.

Disbursing Office

An activity or the organizational unit of an activity whose principal function consists of the disbursement, collection and reporting of public funds. Includes both tactical and non-tactical disbursing activities. Each has a DO and at least one DDO under the DO's direct control. Disbursing offices within DoD formerly were referred to as Finance and Accounting Offices, Accounting and Finance Offices, and Finance Offices.

[*Disbursing Officer \(DO\)](#)

[An officer or employee of a Federal Department, Agency or Corporation designated to disburse money and render accounts according to laws and regulations governing the disbursement of public money. DOs must be U.S. citizens.](#)

Disbursing Station Symbol Number (DSSN)

A four-digit number assigned to each disbursing office by the Treasury. Also an identification number that indicates the authority to receive and disburse public funds and issue checks on behalf of the Treasury. See "Agency Location Code (ALC)."

Doctrine of Laches

A legal term based upon neglect or omission to do what one should do in a reasonable amount of time so as not to prejudice the adverse party. The defense can be used against an untimely claim to establish a presumption of abandonment of a right or claim, e.g., if a payee neglects or fails to file a timely request, the payer can presume that the payee has abandoned the claim.

DoD Activity

A ship, camp, post, station, base, activity, unit, installation, or facility operating within the DoD.

DoD Personnel

All military personnel; DoD civil service employees; other civilian employees, including special government employees of all offices, agencies, and departments performing functions on a DoD installation (including nonappropriated fund instrumentalities), and their dependents.

Duplicate Check

A check issued by a DSSN with the same serial number as a previously-issued check.

Electronic Commerce

A range of financial functions performed using data communications techniques.

Electronic Signature

An electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record. See [15 U.S.C. § 7006\(5\)](#).

Emergency Condition

Any situation resulting from war, armed aggression, or other hostilities against U.S. personnel or interests; and sudden, extensive natural or manmade disasters.

Employee

A civilian paid from appropriated (or non-appropriated, if applicable) funds.

Erroneous Payment

A fiscal irregularity resulting from [routine](#) or [non-routine](#) processed payments that are not in strict conformity with laws and regulations, including but not limited to, an overpayment to a

payee; two or more payments to a payee for the same entitlement (i.e., a duplicate payment); a payment to the wrong payee; a Treasury check issue overdraft (in some cases); a shortage caused by negotiation of both an original and a substitute Treasury check; payment based on fraudulent, forged, or altered documents; or a payment made in violation of law or regulation.

Exchange-for-Cash Check

A check issued by a [DO](#) to obtain cash funds for disbursements or in exchange for cash for official or accommodation purposes.

Facsimile Signature

An impression of a signature made by a rubber stamp and authenticated by the initials of the certifying officer or the designated individual. May also be a metal plate or electronic digitized facsimile signature medium.

Financial Services

Commonly associated with financial institutions in the U.S., such as electronic banking (e.g., ATMs and personal computing banking); in-store banking; checking, share and savings accounts; funds transfers; sales of official checks, money orders, and travelers checks; loan services; safe deposit boxes; trust services; sale and redemption of U.S. Savings Bonds, and acceptance of utility payments; and any other services provided by financial institutions.

Fiscal Irregularity

Any action (or lack thereof), event, practice, or circumstance (or lack thereof) that causes an out-of-balance condition in the financial accountability to the U.S. of a DO, deputies, agents, and cashiers entrusted with public funds. Includes irregularities resulting from physical losses of funds or erroneous payments.

Foreign Exchange

Identifies the conversion (exchange) of foreign currencies; i.e., the legal monetary unit of a foreign nation, and negotiable instruments, such as travelers checks, money orders, and bank drafts payable in such monetary units.

[*Foreign National Personnel](#)

[A foreign national employee is an individual who is employed by or performing work for U.S. forces outside the United States, its territories, and possessions in a system of employment. Under the direct hire arrangement, the legal employer of the foreign national assumes responsibility for all administrative and management functions related to foreign national employment. Under the indirect hire arrangement, the host government serves as the legal employer of U.S. forces foreign nationals.](#)

Fraudulent Claim

Any claim against the government involving the presentation of false information, or misrepresentation on the part of a claimant or any other party having an interest in a claim.

Functional Area

A specialized entitlement area (also known as a subject matter area) not under the direct cognizance/control of the DO. Functional areas are responsible for specific types of transactions, e.g., accounts control, travel, military pay, commercial sales, and civilian pay. Functional areas are not considered part of the disbursing office.

General Depositary

A financial institution designated by the Treasury to accept deposits of cash and checks from specifically authorized DOs.

Government-Wide Accounting and Reporting Modernization

A project addressing the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management. Includes the collection and dissemination of financial management and accounting information from and to federal program agencies. Also includes the business processes in the FS that are related to ledger accounting for each appropriation, fund, and receipt account's Fund Balance with Treasury, General Ledger accounting for the cash and monetary assets of the Government, and the preparation of the Monthly Treasury Statement and the U.S. Government Combined Statement and Appendix. This project improves timeliness and accuracy to support financial analysis and decision-making.

Holder in Due Course

A person, financial institution, or business other than the original payee who in good faith takes possession of a check through endorsement. A claim to payment by a holder-in-due-course will be honored, even if the original payee is not due or entitled to the check.

Host Nation

A nation supported by the forces and/or supplies of allied nations; and/or coalition partners located on, operating in, or transiting through its territory.

Imprest Fund

A cash fund of a fixed amount established by an advance of funds, with or without charge to an appropriation, from a DO to a duly appointed cashier, for disbursement as needed in making cash payments for relatively small purchases.

Imprest Fund Cashier

An individual appointed by the local commander to make authorized cash payments for materials or services. An imprest fund cashier is required to maintain custody of public funds and to file periodic vouchers to account for and replenish the imprest fund. Disbursing personnel are not eligible for appointment as imprest fund cashiers.

International Treasury Services

Treasury's comprehensive international payment and collection system, and the preferred payment method for foreign-currency transactions.

Intra-governmental Pay and Collection (IPAC) System

A Treasury automated system used for the payment and collection of intra-governmental billing services and supplies.

a. IPAC Adjustment: A reversal of a transaction by the receiving agency up to but not to exceed the amount of the original transaction reported in the accounting month in which they are processed in IPAC. Receiving agencies cannot reject IPAC transactions that have been processed by the Treasury.

b. IPAC Billing Agency: The agency originating a collection or receiving a payment transaction. In the Treasury's Disbursing and Adjustment menu screens, the billing ALC represents the originator of the transaction.

c. IPAC Corrections: Refers to erroneous reporting on the SF 1219, Statement of Accountability. The error can be caused by amounts being over or understated or by the failure of an agency to record the transaction in the proper month of accountability.

d. IPAC Customer Agency: Originates a payment or receives a collection transaction. In the Treasury's Disbursing menu screen, the customer ALC represents the agency receiving the transaction. In the Treasury's Adjustment menu screen, the Billing ALC of Original Bill field represents the agency receiving the adjustment transaction.

Limited Depositary (LD)

A U.S. or foreign commercial bank designated by the Treasury to receive deposits from DOs for credit to their official [LD](#) checking accounts.

Limited Depositary Account ([LDA](#))

A [LDA](#) is a checking account, generally in a foreign currency, maintained in an LD by a DO, DDO, or another agent specifically designated by the DO, in his or her own name.

Lockbox Service

A collection and processing service provided by a financial institution to accelerate cash flow to Treasury's General Account.

Member

A person appointed, enlisted, or conscripted into a Uniformed Service or a person retired from active duty (including those receiving retainer pay) or a reserve component.

Micro-purchase Threshold

See the Federal Acquisition Regulation, [*FAR, Section 2.101*](#)

Military Banking Facility (MBF)

A banking office located on a DoD installation operated by a financial institution that the Treasury specifically has authorized under its designation as a "Depository and Financial Agent of the U.S. Government" to provide certain banking services at the installation.

Military Pay

An entitlement and pay process for military members. Also refers to a functional pay area.
Examples:

- a. AA: Central and South America, e.g., [Army Post Office \(APO\)](#) and [Fleet Post Office \(FPO\)](#) Miami are now APO and FPO AA, respectively.
- b. AE: Canada, Europe, Africa, and the Middle East, e.g., APO and FPO New York are now APO and FPO AE, respectively.
- c. AP: Pacific area, e.g., APO and FPO San Francisco, and APO and FPO Seattle are now APO and FPO AP, respectively.

National Bank

An association approved and chartered by the Comptroller of the Currency to operate a banking business.

Negligence

The failure to act as a reasonably prudent person would act under similar facts, conditions, and circumstances.

Non-tactical Disbursing Activity

Any disbursing activity permanently assigned to an installation and not subject to mobilization or deployment.

Officer or Military Officer

A commissioned or warrant officer (appointed officer) of the Uniformed Services.

Official Authorization List

Identifies all individuals who are authorized to transact business and provide instructions to the [Federal Reserve Bank](#) on behalf of a Component.

On-base

Refers to physical presence on a domestic or overseas DoD installation.

Original Signature

A signature is in permanent dark blue, blue-black, or black ink.

Outstanding Check

A check that Treasury's CP&R system shows as issued but not paid.

Over-the-Counter Channel Application (OTC)

A web-based application that integrates Check Capture and Deposit Reporting functionalities in one system. Created from two legacy systems, Paper Check Conversion Over the Counter and Treasury General Account (TGA) Deposit Reporting Network, [the OTC application](#) design accommodates check capture and deposit reporting using electronic collection mechanisms instead of paper based processing. [The OTC application](#) check capture activities are primarily performed online; however, there is an offline check capture capability for agencies operating in locations where Internet connectivity and bandwidth are intermittent or unavailable.

Overage of Funds

An amount greater than the amount shown to be on hand by the daily accountability records.

Overseas

Any area outside the U.S., the District of Columbia, or the Commonwealth of Puerto Rico.

Paid Status

Identifies a Treasury check presented to the Treasury for payment through the banking system, or reported as void (zero value issue), or canceled.

Pay (Salary)

Includes basic, special, incentive, retired or retainer pay; consultant's fees; and any other authorized pay and allowances.

Pay.gov

A program developed to meet the commitment to process collections electronically using internet technologies. Satisfies agencies and consumers demands for electronic alternatives by providing the ability to complete forms, make payments and submit queries 24 hours a day electronically.

Pay Period

Normally biweekly for civilians working for federal agencies, may be monthly or twice monthly for active duty military personnel, monthly for retirees, or periodically based on completion of active or inactive duty for training for Reserve Component personnel.

Payability

The length of time during which a Treasury check is negotiable. Also relates to "claimability," the length of time a payee may present a claim of non-receipt, loss, or theft of a Treasury check to a government agency. Claims are valid on underlying obligations until expiration of the statute of limitations, normally six years. If a payee's right to entitlement has expired, the claim is denied, but under [31 U.S.C. § 3702](#), the [SecDef](#) may waive this for claims not exceeding \$25,000.

Paying Agent (PA)

A military member or DoD civilian employee appointed by a commander to act as an agent of a DO to make specific payments, currency conversions, or check cashing transactions from cash the DO temporarily advances to the agent. An individual whose regular duties do not involve disbursing functions and who is not organizationally located in the disbursing office. Appointed to the position of PA as an additional duty, is under the exclusive supervision of the DO in all matters concerning custody and disposition of cash advanced, and complies with all instructions and regulations pertaining to their PA duties issued by the DO. All payments or currency conversions a PA makes are for and in the name of the DO to whom the PA is appointed. A PA holds the advanced cash at personal risk, and must account for them to the DO immediately upon completion of the transaction(s) for which advanced.

Payment Information Repository

A centralized information repository for federal payment-related data to improve and increase the transparency of government payments and streamline the reporting of accounting classification information from NTDOs, e.g., DoD DOs.

Payment Review Official

A person who conducts pre-payment and post-payment reviews (not an inherently-governmental function), issues and controls inquiries regarding possible financial irregularities, but is not subject to pecuniary liability because of not being in an accountable position.

Pecuniary Liability

Personal financial liability for fiscal irregularities of accountable officials, as an incentive to guard against errors and theft by others, as well as, protect the government against errors and dishonesty by the officers themselves.

Physical Loss of Funds

A physical loss of funds includes:

- a. A loss of U.S. government cash by theft, embezzlement, unexplained disappearance, or cash handling errors;
- b. A loss of paid vouchers and/or negotiable instruments from a disbursing office;
- c. A loss of an official deposit in route from a disbursing office to a depositary or after confirmation by a depositary;
- d. Any payment based on fraudulent, forged, or altered documents prepared or presented by individuals, both accountable and non-accountable disbursing personnel, who work in the disbursing office;
- e. A loss or theft of cash from an imprest fund;
- f. A failure to obtain (or loss of) official receipts and/or documents representing cash;
- g. A loss or destruction by fire, accident, or natural disaster;
- h. Stale or unidentifiable DO suspense account charges; or
- i. Losses associated with counterfeit currency transactions.

Presumption of Negligence

Title [31 U.S.C. § 3527](#), is the basis for automatically holding a certifying officer or DO pecuniary liable for a fiscal irregularity. The Presumption of Negligence established by law does not apply to DAOs.

Prevailing Rate of Exchange

The most favorable rate legally available to the U.S. Government for acquisition of foreign currencies for its official expenditures and accommodation exchange transactions.

Public Funds

Include cash, paid vouchers, or cash collected by a disbursing official for goods or services subject to the control or regulation of the U.S. or any of its officers, agents, or employees.

Receiving Official

A military member or DoD civilian employee authorized to substantiate the receipt, inspection, and acceptance of goods and/or services.

Recertified Payment

A replacement payment by Treasury check with a check serial number different from that of the original check. [The replacement Treasury check](#) may be issued after the presentation and review of required documentation to replace any lost, stolen, or destroyed original check (except for holder-in-due-course situations), regardless of the disbursement purpose (e.g., pay, travel, or vendor payment).

Relief from Liability

Pursuant to 31 U.S.C. § 3527, an action taken by an individual with appropriate legal authority to relieve DOs, certifying officers, or other accountable officials of pecuniary liability for a fiscal irregularity.

Replacement Check

A check issued to replace a check that is for a proper payment but has been classified as void, not been reported to the Treasury as a valid check issue, or is not cashable due to misprint or mutilation during the issue process.

Retiree

A military person retired from active duty or a Reserve Component, including those receiving retainer pay.

Review Official

A military member or DoD civilian employee appointed in writing to conduct pre-payment and post-payment reviews, to initiate and control inquiries, and to initiate investigations of possible fiscal irregularities.

Salary Offset

A deduction from a current pay account to liquidate a debt. May be from basic, special, incentive, retired, and/or retainer pay; or in the case of an individual not entitled to basic pay, other authorized pay.

Seized Funds

Cash confiscated by coalition forces during military operations and governed by the laws and usages of war. Normally captured foreign currency is delivered promptly into the custody of the State Department's U.S. Disbursing Officer (USDO) supporting the particular country involved. Any DoD DO acquiring captured foreign currency safeguards and delivers it to the USDO as soon as possible, but does not collect them into his or her accountability.

Settlement Office

A disbursing office designated to clear outstanding transactions and/or deficiencies from the accounts of predecessor DOs. The DO assigned to the settlement office is referred to as settlement officer.

Smart Cards

Includes: Stored Value Cards (SVC), debit cards and combination cards (hybrids that contain both SVC and debit card features). These cards store or provide access to "electronic money" and provide a more secure method of handling funds, alleviate the need to carry cash and provide electronic payment to vendors for items purchased or services rendered.

Spoiled Check

A check that has been reported to the Treasury as a valid issue, has been returned by the payee as not cashable due to mutilation or defect, represented a valid payment to the payee, and is less than one year old.

*Statement of Differences

A Statement of Difference (SOD) is a report produced by Treasury in the CARS which identifies discrepancies between what an agency or disbursing office has submitted in their reports for (1) deposits/debit vouchers, (2) IPAC, (3) Treasury check issuances, and/or (4) Treasury disbursements & IPAC. The SODs are keyed to the month a transaction occurs so a discrepancy may be due to reporting not reflecting transactions as from the original month they occurred.

Supplemental Agreement

Statement of local operating procedures formulated and used by the commanders of the Armed Forces of two friendly foreign nations, whose governments have signed a basic agreement, as contemplated under DoD Directive 5530.3. Use these procedures in territories of mutual concern to provide each other with emergency financial support, under the policies of the basic agreement. Supplemental agreements may be entered into by commanders of unified or separate armed forces, as considered appropriate.

Tactical Disbursing Activity

Any tactical unit (including Navy ships) authorized to provide disbursing services under an assigned DSSN and is subject to movement from one location to another. Some of these activities provide disbursing services on a full-time basis (e.g., Navy ships); others perform them only while deployed (or mobilized). When not deployed, the DSSNs are held in reserve, in an inactive status, for use on short notice as required.

Tolled

To suspend or stop temporarily, e.g., an event that suspends the running of time related to a statute of limitations.

Transaction Reporting System (TRS)

See Collections Information Repository (CIR).

Travel Authorizing Official

An individual designated in writing by organizational title having authority to issue travel orders, sign/approve travelers' claims, verify that all transactions made were necessary expenses, and were accomplished in accordance with the Joint Travel Regulations.

Travel Order

A document authorizing official government travel.

Traveler

A military member, DoD civilian employee, or invitational traveler traveling in an official capacity.

Treasury Check Information System

A system that records and reconciles the worldwide issuance and payment of Treasury checks. It also allows end users to query the Payments, Claims & Enhanced Reconciliation system for claim status on ACH payments.

Treasury General Account (TGA)

A demand account in a designated commercial bank specifically authorized by the Treasury Department to maintain that account in the name of the Treasury account titled TGA for the purpose of accepting deposits. A non-U.S. bank located overseas (an International TGA) may also be authorized to perform this function.

Undeliverable Check

A check not delivered to the payee within 60 days after the month of issue.

Valuables

Any articles, things, or representations of value in which the U.S. has any interest, or in connection with which it has any obligation or responsibility.

Vendor

See “Contractor.”

Vendor Pay

The process of computing the amount due a contractor or vendor for all contract/purchase orders, except those administered by the [Defense Contract Management Agency](#), or a functional pay area.

Voided Check

A check pre-numbered with a serial number, invalidated for any reason before issuance by a DO, and reported with a zero dollar value.

Voucher

A document certified by a certifying officer to a DO (under [31 U.S.C. § 3325](#)) to make a payment.