

VOLUME 5, CHAPTER 11: “DISBURSEMENTS”**SUMMARY OF MAJOR CHANGES**

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

Substantive revisions are denoted by an * 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 September 2010 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
Multiple	Revise chapter to include administrative updates and hyperlinks.	Update
1105	Update guidance on payments in support of advance payment pool agreements.	Update
Figure 11-3	Add Standard Form 44 (Purchase Order – Invoice – Voucher); renumbered former Figures 11-3 and 11-4 to 11-4 and 11-5, respectively.	Add
Table 11-1	Change from Figure 11-5.	Update

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CHAPTER 11

DISBURSEMENTS

1101 GENERAL

110101. [Overview](#)

In most cases, a disbursement is a payment to an individual or organization for goods furnished or services rendered. In some cases, a disbursement transfers funds from one appropriation or fund to another, either by voucher deduction or by a “no check drawn” transaction using a Standard Form [\(SF\) 1080](#) (Voucher for Transfers Between Appropriations and/or Funds) or [SF 1081](#) (Voucher and Schedule of Withdrawals and Credits) (Figures 11-1 and 11-2, respectively). Disbursements also may be via Department of the Treasury's (Treasury) Intra-governmental Payment and Collection (IPAC) System. A disbursement voucher may be a combination of a payment and a collection by voucher deduction, e.g., a civilian payroll voucher where deductions for Federal tax, United States (U.S.) savings bonds, and civil service retirement are credited to the appropriate accounts and the net pay is disbursed to the payee. All disbursements must be supported by a formal disbursement voucher (e.g., SF 1080, SF 1081, SF 44 (Purchase Order-Invoice-Voucher (Figure 11-3)), or [SF 1034](#) (Public Voucher for Purchases and Services Other Than Personal (Figure 11-4)). Occasionally, disbursements are made on formal vouchers but are not immediately charged to an appropriation or fund. These disbursements are referred to as deferred vouchers. A negative disbursement is a refund. Disbursements of Foreign Military Sales funds require the request and receipt of expenditure authority before making a disbursement; see Volume 15.

110102. [Statutory Disbursing Authority](#)

Title 31, United States Code, Section 3321(c) (1) [\(31 U.S.C. 3321\)](#) gives Department of Defense (DoD) disbursing officers (DOs) authority to disburse public funds on receipt of vouchers properly certified by persons authorized in writing to make such certifications; see [31 U.S.C. 3325](#), and Chapter 33.

1102 POLICY

110201. [Legality and Propriety](#)

A. [Sanction of Law](#). Examine payment transactions for legality, propriety, limitations, and time frames under the statutes governing the various classes of expenditures and for validity under general provisions of law. No authority exists to disburse public funds to satisfy demands that are of doubtful validity.

B. [Decisions and Responsible Offices](#). DOs are governed by decisions issued in accordance with Chapter 1, and the authorities listed in Appendix E. Decisions including advance decisions are rendered on claims involving pay, benefits, travel and transportation

matters, the use of appropriated funds, relief of liability and waiver of erroneous payments. Decisions issued are binding on a DO with respect to the specific issue or claim involved.

110202. [Substantiating Vouchers](#)

A. [Written Record of Transaction](#). Unless otherwise mandated by law, each transaction conducted by an officer, agent, or employee of the U.S. Government, which when completed requires payment of money from the U.S. Treasury or payment by a DO or agent of the U.S. Government, requires a written, printed, or approved electronically-signed document or series of documents that includes a complete record of the transaction in accordance with this chapter.

B. [Electronic Transactions](#). The Federal Reserve System and the Federal Reserve Banks (FRB) are Treasury's fiscal agents. Each disbursing office processing disbursements electronically keeps a detailed written agreement with the supporting FRB. The DO implements mandatory internal controls to confirm that the FRB receives electronic funds transfer (EFT) payment files successfully, following the payment schedule.

C. [Additional Evidence](#). A DO is not required to make payment merely on formal evidence. A reasonable explanation or the submission of further evidence is required if the facts do not justify payment.

110203. [Payment of Compensation](#)

Using public funds to pay compensation to any commission, council, board, or other similar body is prohibited by [31 U.S.C. 1346](#) unless the creation of the body has been specifically authorized by law.

110204. [Advances, Prepayments, and/or Overpayments](#)

Except as otherwise authorized by [31 U.S.C. 3324](#), advances, prepayments, and overpayments of public monies are prohibited. Certain advances and prepayments are permitted by this volume and Volumes 7A, 8, 9, and 10; and the [Joint Federal Travel Regulations, Volumes 1 and 2](#).

110205. [Payments to Third Parties](#)

A. [General](#). Monies the government owes to an individual are not subject to execution, attachment, garnishment, or other legal processes, except as specifically authorized by law. A payment to a third party is prohibited even though the payee requests it be made to another person. This restriction applies to all funds, including those held in trust by DoD.

B. [Levy and Dstraint for Delinquent Taxes](#). Salaries and wages of officers and employees of the U.S. Government including members of the Armed Forces are subject to levy and dstraint (the ability to force or compel satisfaction of an obligation by means of seizure) for delinquent federal taxes in accordance with [26 U.S.C. 6331](#).

C. Payments to Bankruptcy Trustees. A civilian employee or military member may file an appropriate bankruptcy petition under [11 U.S.C. 109](#). During the bankruptcy proceedings, the bankruptcy court may order the individual's pay sent to the bankruptcy trustee. Such payments are proper and DOs incur no additional liability as a result. Note: [To review detailed guidance regarding the personal bankruptcy provision, see Volume 8 for civilian employees and Volume 7A for military members.](#)

D. Successor in Interest. Payments due to contractors may be made to court-appointed trustees, receivers, or other legal representatives; see Volume 10.

E. Assignment of Claims. Amounts due or to become due under contracts which provide for payments totaling \$1,000 or more may be assigned under Volume 10.

F. Authorized Withholdings and Allotments of Pay. Deductions from military and civilian payrolls for various purposes, e.g., retirement, taxes, health benefits, group life insurance, allotments, and voluntary payments for child support or alimony, are supported by statutory authority.

G. Drawing of Checks in Favor of Financial Organizations for Credit to Persons' Accounts. Checks in payment of salaries and wages of military members and civilian employees may be drawn in favor of financial organizations for credit to their accounts, e.g., Merchants National Bank, Cr: TSgt John Doe, Account Number: 346-839, Taylor, MI 04180. See [31 U.S.C. 3332](#) and Volumes 7A and 8.

H. Garnishment of Pay for Child Support, Alimony, and Commercial Debts. Salaries and wages of military members and civilian employees may be garnished for child support and alimony. See [42 U.S.C. 659](#). [5 U.S.C. 5520a](#) permits garnishments of civilians' salaries and wages or involuntary allotments against military members' salaries and wages for commercial debts (non-child or spousal support).

I. Withholding of Contract Payments. Make payment to the Department of Labor for amounts owed by contractors to employees under a contract. See Volume 10.

[110206.](#) Equitable Claims

Claims not founded on contracts, either expressed or implied, but on merely equitable or moral grounds, are permitted only after direct authorization by the Congress.

[110207.](#) Insurance Fees

The government is self-insured or bonded. Neither a DO nor any of the DO's agents may insure public funds or property.

[110208.](#) Municipal Services

Without statutory authority, a DO may not pay for municipal services, e.g., police and fire protection, if those services are required to be furnished to private citizens at no cost.

110209. Alternatives Available in Connection with Questionable Payments

See Chapter 25.

110210. Certified Disbursement Vouchers – General

A. Authority. A certified disbursement voucher authorizes a DO to make payments, and is the source document for, liquidation of government obligations. The DO is responsible to examine the voucher if necessary to decide that it is in proper form, is computed correctly, and is certified, but is not responsible for the propriety of vouchers certified by an authorized certifying officer, unless the DO has knowledge that the payment is improper.

1. Certified Disbursement Vouchers. These must contain complete and accurate data. Contents of these vouchers and supporting documents may vary slightly based on the type of disbursement and form used. Signatures and other information that become integral parts of original vouchers must be written in permanent, non-erasable ink. Handwritten information must be legible. Approved electronic signatures are acceptable; see Chapter 1.

2. Voucher Corrections. Return certified vouchers requiring correction to the functional area. Corrected vouchers require recertification before disbursement; disbursing office personnel may not make these corrections.

3. Travel Vouchers. Accept a legible copy of a signed travel voucher and its supporting documents received in lieu of the original signed voucher and supporting documents for processing and payment as if it were the original. This includes travel vouchers and supporting documents received by facsimile transmission or scanned images forwarded via email.

B. Essential Data. To be recognized as valid transactions, all certified disbursement vouchers must contain the following minimum essential data:

1. Voucher Heading and Date. This includes the complete name and mailing address of the paying disbursing office, date the voucher is prepared, disbursing office voucher number, and disbursing station symbol number (DSSN) in the “Paid By” or “Brief” block.

* 2. Accounting Classification. The Treasury Financial Manual (TFM), Volume I, Part 4, paragraph 2035.10 (ITFM 4-2035.10) requires that a voucher certified as correct and proper for payment include an accounting classification against which the disbursement will be charged. Each charge to an appropriation or fund must be coded with a complete accounting classification, and country code when applicable. List the information on a continuation form if the space available for the accounting classification is insufficient. The type of payment or the supporting DFAS site dictates acceptable continuation forms. Do not show titles of appropriation or deposit fund accounts, either in full or abbreviated form, on disbursement vouchers. Entering extraneous information, e.g., voucher collection data, may result in erroneous information being entered in

accounting records and reports. More than one appropriation, deposit fund account, or subsidiary account may be charged on the same certified disbursement voucher. Group two or more subsidiary accounts of the same appropriation by that appropriation. On foreign currency disbursements, show the total amount of foreign currency to be disbursed; disbursing office personnel enter the conversion rate and U.S. dollar equivalent on vouchers certified for payment in foreign currency.

3. Amount to be Disbursed. Show the total amount to be disbursed on a certified disbursement voucher with related accounting classification(s). Disbursements made when amounts on vouchers have been altered without recertification do not meet [31 U.S.C. 3325](#) preconditions to disbursement and may result in erroneous payments under Chapter 6.

4. Method of Disbursement. Disbursement methods, in order of preference, are:

a. EFT (includes International Treasury Services ([ITS.gov](#)) for foreign payments);

b. No check/voucher for transfer;

c. U.S. Treasury check;

d. Limited Depositary Check; or

e. Cash (only when no other alternatives exist).

5. Payee. Only the individual or organization entitled to the proceeds of the payment shall be listed on the certified disbursement voucher. [10 U.S.C. 2785](#) prohibits a DO from changing the remittance address. [31 U.S.C. 3325\(d\)](#) requires a taxpayer identification number (TIN) on all certified vouchers submitted to a DO for payment. The TIN is a unique nine-digit identifier assigned to all individuals by the Social Security Administration and to businesses by the Internal Revenue Service (IRS). See Volume 10 for exceptions to this requirement.

C. Payment on Forged or Fraudulent Vouchers or Pay Receipts. A DO may be accountable for a payment made on a forged or fraudulent voucher or pay receipt even though not a participant or beneficiary in the fraud. The DO and the deputy, agent, or cashier making such a payment may request relief of liability for such payments.

D. Voucher Storage. Protect original paid vouchers consistent with Chapter 3.

1103 PROCESSING DISBURSEMENT VOUCHERS

110301. Numbering Disbursement Vouchers

Assign disbursing voucher numbers consecutively starting at the beginning of each fiscal year based on guidance from the supporting DFAS site to which financial reports are submitted. Identify voucher numbers with the disbursing office, not the DO.

110302. Disbursement Voucher Control Log

Maintain the Department of Defense [\(DD\) Form 2659](#) (Voucher Control Log) daily for each disbursement voucher received or prepared in the disbursing office. The DO assigns personnel to prepare this log within the disbursing office, including the functional area and/or branch disbursing offices when they are assigned a separate series of voucher numbers. Include in the log the disbursement voucher number, name of the payee, amount, form of payment (e.g., cash, check, EFT), and the check/ EFT trace number under “other.” See Figure 11-5.

110303. Certification of Vouchers

DOs must have access to [DD Forms 577](#) (Appointment/Termination Record – Authorized Signature) records, and verify that vouchers submitted to them for payment have been properly certified. The applicable entitlement areas ensure that all payments are proper, prepare the correct number of copies, and ensure that all vouchers contain complete and accurate data. DOs may disburse money only in accordance with vouchers certified by authorized certifying officers. A disbursing office detecting an improperly-prepared voucher returns it to the functional area for correction and recertification. Certifying officers examine payment vouchers before certification to ensure that the information on them agrees with all supporting documentation. See Chapter 33 for guidance on the preparation, distribution, and maintenance of the DD Form 577.

110304. Release of Cash

The individual who is entitled to a payment (the payee) must receive the cash and sign the voucher. All cash payments require receipts. Do not prepare duplicate receipts.

A. Identification of Payees. Accountable individuals making cash payments must positively identify the payee. If the accountable individual does not know the payee, then the accountable individual examines an appropriate identification card that includes both the payee's picture and signature. Compare the payee's signature on the voucher with that appearing on the identification card. For military personnel, use the DD2 (ACT) (Armed Forces of the United States – Geneva Conventions Identification Card (Active)), the DoD Common Access Card (CAC), or DD2 (RES) (Armed Forces of the United States – Geneva Conventions Identification Card (Reserve)). Other acceptable forms of identification include a driver's license and other identification normally acceptable in the business community for cashing checks or bonds. Responsibility for payee identification may not be delegated. In cases of cash payment, the exchange of currency and the receipt for it must be simultaneous. Requiring receipts in advance of actual cash payments are prohibited.

B. Payments to Senior Personnel. A DO, deputy, or disbursing agent (DA) may personally make cash payments to high ranking officers, civilian or other personnel for whom waiting in line at a cashier's cage would be considered a discourtesy, awkward, or otherwise inappropriate. Otherwise, the DO or DA may appoint someone within the high-ranking officer's office as a paying agent to make the cash payments. See Chapters 2 and 3.

110305. Cash Payment Vouchers

The responsible entitlement areas send or deliver these vouchers to the cashier area. Payees may hand-carry vouchers when the distance between the entitlement area and cashier area makes this impractical, provided the total amount of the voucher is inscribed in words on the bottom of the voucher (e.g., “sixty dollars and twenty cents”). Space words or enter lines in a manner to preclude alteration by insertion of additional words, particularly at beginning of writing (e.g., altering by inserting “one hundred” immediately preceding “sixty dollars and twenty cents”).

A. Cashier Responsibilities. On payment vouchers, the cashier must verify that the voucher deduction block, if used, contains an appropriation and that the total to be paid is net of deductions. They then initial the original voucher to identify who made the payment.

B. Payee Signature. Cashiers must obtain the payee's signature in the space provided, or in the case of multiple payments, on the subvoucher or supporting documentation. The payee signs for receipt of cash using indelible ink. Facsimile signatures and signatures in pencil are unacceptable. When signatures of payees are on a subvoucher or supporting documentation, annotate the “payee signature block” on the cover voucher with the words, “See attached.” Positively identify payees before making payments. Compare the signature obtained on vouchers to signatures on identification cards or other acceptable forms of identification. The form of the signature must be the same as the name of the payee as shown on the voucher but, in the signature, the payee must sign the first name, with additional initials, if any, followed by the surname, except as explained, below.

1. Unable to Write. A payee unable to write may indicate receipt of payment by signing the mark “X.” This must be witnessed by a disinterested party whose address must be indicated on the form. If the payee is physically unable to write and asks someone to sign in his or her presence, then the signature requires verification by a disinterested witness and is regarded as a signing by the payee. File a physician's certificate addressing the payee's inability to sign the original disbursement voucher.

2. Mental Disability. Do not pay a mentally-disabled payee who cannot comprehend a signature except in the presence of an appointed guardian and file certified copies of court papers appointing a guardian with the original disbursement voucher. The guardian signs the name of the payee, followed by his or her own signature as guardian. Refer to the first DO disbursement voucher by DO voucher number and date paid on future payments. If the payee is in an asylum, then file the superintendent's certificate that the payee was alive at the time payment was due with each disbursement voucher.

C. Voucher Validation. Validate the voucher by completing the “Paid By” (or “Brief”) block with the paying office location, DSSN, and business date of payment, using a typewriter, automated system, or rubber stamp for this purpose. Do not show the geographical location if the disbursing office has a classified address. See [Table 11-1](#).

[110306](#). Check Disbursement Vouchers, Manual Voucher Processing

Responsible entitlement areas forward these vouchers to the check-issuing area for check preparation. The check-issuing area enters the check number on the voucher in the space

provided. Normally check numbers are not entered on duplicate copies of vouchers except for payroll and group travel vouchers. When payment is made by check and the disbursement is supported by an [SF 1034](#), follow subparagraphs A through E. A receipt is not required for payments made by check drawn by the DO except when required by law or contract.

A. Checks Drawn on the Treasury. For these payments, enter the check number in the block near the bottom of the form titled, "Check Number on Account of U.S. Treasury."

B. Checks Drawn on Limited Depository Accounts (LDAs). For these payments, enter the check number and the name of the limited depository bank on which drawn in the block near the bottom of the form titled "Check Number On (Name of bank)." For "no check drawn" vouchers, so state.

C. Check Usage. Make checks payable to the payee stated on the disbursement voucher. Number disbursing vouchers sequentially with the lowest check number used to pay the lowest numbered voucher or the first name on a payroll. This facilitates check issue auditing and reporting. Consolidate multiple payments to the same payee on the same day and pay them with one check. Because the altering of payee names, addresses, and amounts on checks cause many losses, DOs must ensure that inscribed checks duplicate the voucher information. A DO may perform this review either before or after signing the checks. The DO ensures the completion of appropriate records to provide control over check writing. Automated systems producing disbursing vouchers must contain edit and validation controls ensuring exact information appearing on the vouchers is passed to the check printer.

D. Paid By. Complete the "Paid By" block as prescribed in paragraph [110305.C](#).

E. Automated Disbursement Vouchers. The entry of a check number on automated disbursement vouchers is not required so long as the voucher processing system maintains complete audit trails between disbursement vouchers and hard copy records.

[110307](#). Disbursements Overpaid or Underpaid by \$1 or Less

Do not collect an overpayment to a payee of \$1 or less. Prepare an [\(SF\) 1080](#) to charge the DoD Component Operation and Maintenance account and credit the appropriation charged when the payment was made. Similarly, do not issue a supplemental payment when a payee is underpaid by \$1 or less unless the payee specifically requests the payment. See [ITFM 6045.60](#).

[110308](#). Transmittal of Vouchers and Recording

A. Deputies, agents, and cashiers include payment vouchers on the [DD Form 2665](#) (Daily Agent Accountability Summary) as prescribed in Chapter 19. They settle with their DOs at the end of each day that business was conducted, and send the original vouchers and copies of the report to the accountability area.

B. For mid-day returns of cash on hand or an additional advance of funds, use a [DD Form 1081](#) (Statement of Agent Officer's Account).

C. Entitlement areas send transfer and correction vouchers and other disbursement vouchers not for payment by cashiers directly to the accountability area.

D. Return voucher copies to the accountable entitlement area.

110309. Certification Restrictions

The supervisor of the disbursing office, even if he or she is also a deputy, may not routinely certify vouchers for payment, but may certify cover vouchers supported with properly certified subvouchers. In these cases, the approving official of the supporting documentation may not be the cover voucher certifier. If an emergency exists and the deputy, who is also a supervisor of the disbursing office, must certify a voucher for payment not supported with certified subvouchers, then the DO or another deputy dates and signs somewhere on the voucher a statement similar to: "Payment approved by Lt. John Doe, Disbursing Officer." To ensure adequate internal control, neither the supervisor of the disbursing office nor other disbursing office personnel should be able to input data into the computerized accounting system. See Chapter 33.

110310. Documentation Supporting Delivery of Payments

Documentation that supports delivery of payments includes a copy of the payment voucher, annotated copies of invoices, or check stub data with check or cash payments for delivery to payees as prescribed by functional area directives. Documentation for travel payments includes a copy of the travel claim or an Advice of Payment containing related payment information. Documentation for vendor payments produced by standard automated accounts payable systems includes check stub data which normally is sufficient for vendor accounts receivable posting. When a vendor reports that check stub data is insufficient for posting needs, include a copy of the payment voucher or an annotated invoice with the payment as instructed by the responsible functional area.

110311. Deferred Vouchers

These are paid vouchers not recorded in an accounting system. The usual cause is a paid agent voucher that must be returned to the agent for correction. Also, agent vouchers not yet examined by a DO may be deferred pending this review. Responsible entitlement areas must take prompt action to clear deferred vouchers. Keep a chronological record of actions taken, showing the date when clearance is expected. DOs or their deputies review those actions each week to ensure that the irregularities causing deferment are corrected without delay. See Chapter 19 for instructions on reporting deferred vouchers on the [DD Form 2657](#) (Daily Statement of Accountability).

110312. Classified Payments

A. General. A DO required to make payments classified for security purposes prepares a covering disbursement voucher following this paragraph. These vouchers may not include information that requires a security classification. The original and all copies may show only the name and address of the payee, amount, date of payment, complete accounting data, voucher number, check number, DO's name, DSSN, and disbursing office

payment data in the “Paid By” (or “brief”) block. For payments under classified contracts, the contracts should include instructions requiring the supplier to limit information on invoices so that supplies or services may be identified only by reference to the contract. The DO (for collateral classified programs) or the voucher preparing office (for special access programs) allows access to classified documents to only those persons requiring access for the performance of their official duties. Refer to appropriate security regulations, if necessary. Personnel who process classified documents must possess a security clearance level equal to or higher than the documents they process. DOs or voucher preparing offices must assign duties, e.g., preparation of vouchers, so that only a minimum number of persons require access to classified information. Mark and store classified documents following prescribed security regulations.

B. Preparation. Do not attach essential supporting documents, invoices, or certificates that are classified to the original disbursement voucher, but identify them by the name of the DO, voucher number, DSSN, and the period of the account. Retain them at the paying disbursing office (for collateral classified programs) or the voucher preparing office (for special access programs) with other classified material. The original and all copies of the covering disbursement vouchers may contain only the essential information described in paragraph 110214A. Include one of the following statements on the portion of the voucher for the description of the articles or services purchased:

1. For collateral classified programs: “The documents supporting this voucher are located at the payment site with other classified material in accordance with (cite the applicable security regulation).”

2. For special access programs: “The documents supporting this voucher are located at the voucher preparing office with other classified material in accordance with (cite the applicable security regulation).”

C. Declassification. Refer to appropriate security regulations for instructions on downgrading and declassifying, and for reporting classification abuses and improper classifications.

D. Distribution. Distribute the original and required copies of the covering disbursement voucher in the normal manner. As described in this paragraph, do not attach the classified supporting documents.

110313. Payments from Contingency Funds

Use DD Form 281 (Voucher for Emergency or Extraordinary Expense Expenditures) to make payments from contingency funds.

A. Preparation. Prepare the form to allow it to be unclassified. Classify supporting documents according to their content. A covering disbursement voucher is not required as described in paragraph 110309.

B. Transmittal of Vouchers and Recording. See paragraph 110303.

110314. Hand-Carrying Disbursement Vouchers

A. Vouchers Prepared Outside the Disbursing Office. Send disbursement vouchers prepared outside the disbursing office to the disbursing office so that the payee does not have access to the voucher.

B. Vouchers Prepared Within the Disbursing Office. The responsible functional area sends or delivers these vouchers to the cashier area. Where distance between the functional area and cashier section makes this impractical, see paragraph 110305.

110315. Distribution of Paid Vouchers

The disbursing office sends the original and necessary copies of paid vouchers to the appropriate DFAS site. See Chapter 20.

110316. Electronic Fund Transfer (EFT) Payments

A. Procedures. Disbursing offices using EFT transfer funds to the FRB on an SF 5515 (Debit Voucher) prepared and dated to show the date payment is due and deliver it to the FRB with the magnetic tape or other medium. The DO must implement internal controls to confirm that the FRB receives the payment files successfully in accordance with the payment schedule. DOs retain the memorandum copy of the SF 5515. DOs that transmit payment files electronically use the FRB's summary of Automated Clearing House (ACH) activity report in lieu of the SF 5515. In either case, the FRB issues a confirmation SF 5515 to the DO. For an EFT transaction, record the SF 5515 as a negative deposit with the payroll, travel, or vendor payment recorded as a gross disbursement.

B. Returns. When a financial institution returns one or more EFT/ACH payments to a paying office, the DO prepares and processes a collection voucher to account for the returned funds, crediting them to the appropriation from which they were originally disbursed. Record the collection on line 4.1B of the DD Form 2657, with an offsetting entry on line 4.2A to account for the SF 215, Deposit Ticket) from the FRB in processing the returned payment. The DO notifies the appropriate entitlement area of the returned payment by providing a copy of the collection voucher and any rejection information received, e.g., the reject code. See Treasury's Green Book for a detailed listing of payment rejection codes. The entitlement area tracks, monitors, and researches the cause of the return and provides a recertified voucher to initiate an appropriate EFT/ACH payment within 5 business days.

C. Reclamations. The DFAS-Cleveland DO, when notified of the death of a military retiree or an annuitant, contacts the decedent's bank requesting the return of all payments made since the retiree's or annuitant's death. The DFAS Cleveland-DO has three years from the date of the Treasury's Financial Management Service (FMS)-133 (Notice of Reclamation), to submit FMS-135, ACH Reclaims. See Treasury's Green Book for detailed instructions.

1104 DISBURSEMENTS FROM DEPOSIT FUND AND BUDGET CLEARING ACCOUNTS

110401. Disposition of Funds in Deposit Fund Accounts

A. Method of Disposition. Applicable functional areas dispose of collections received for deposit fund accounts using one of the following methods.

1. Payment to Other Individuals or Organizations. Use an [SF 1034](#). See Figure 11-4.

2. Refund to the Remitter. Use an SF 1034 for the disbursement.

3. Withdrawal for Application to an Appropriation, Receipt Account, or Other Deposit Fund Account. Use an SF 1081 for the disbursement and collection, and submit it as substantiation for either or both. Do not make a check or cash payment on the SF 1081. See Figure 11-2.

B. Vouchering. Normally, do not charge more than one deposit fund account on a single disbursement voucher. When charges are to accounts **F0109, Federal Tax Withheld from Payments to Nonresident Aliens, and **F3875, Budget Clearing Account (suspense), submit them on a separate voucher.

C. Civilian Pay Deductions. When preparing [SF 1081](#) for adjustment of deductions from civilian pay, show deposit fund account symbols, and amounts for withheld taxes and U.S. savings bonds, on the same SF 1081 containing the necessary information.

D. Withdrawals Involving Foreign Currency. For repayments of foreign currency deposits at a U.S. dollar equivalent different from that at which deposited, see Chapter 13.

110402. Budget Clearing Account (Suspense), **F3875

A. Transfer of Funds. Upon determining the proper disposition of funds in this account, transfer the amount on an SF 1081 or [\(SF\) 1080](#) to the proper account. See Figures 11-2 and 11-1. Explain the charges on the SF 1080 or the SF 1081. Treasury has issued guidance relating to the use of **F3875 budget clearing account (suspense); see [TFM Bulletin No. 2011-06](#). Use this suspense account to hold unidentifiable collections temporarily or for other business processes approved by the FMS. Do not make payments from the F3875 suspense account.

B. Disbursements Representing Funds Received for Other Government Agencies. After transfer of funds to the proper account, prepare a disbursement voucher to show the office and agency that are to receive payment. Send an IPAC payment or check payable to the Treasury and a copy of the disbursement voucher to the official of the agency requesting collection, subject to the following exceptions.

1. Checks Made Payable to the U.S. Postal Service. If the collection is for credit to a U.S. Postal Service appropriation or receipt account citing departmental prefix "18,"

send the check and a copy of disbursement voucher to the Manager, Finance Branch, Eagan Information Systems/Accounting Service Center, U.S. Postal Service, 2825 Lone Oak Pkwy, Eagan, MN 55121-9614.

2. Checks Made Payable to Other Government Agencies. If a collection was for another government agency, send the check to the agency with a source and reason for collection.

C. Deposits Representing Collections for Unofficial Telegraph and Telephone Service. Once funds have been transferred to the proper accounts, disburse amounts representing federal taxes for these services to the appropriate IRS District Director.

D. Transactions Rejected by the Accounting System. Accounting offices notify the DO and request the documentation needed to process the transaction successfully. DOs send the requested documentation to the accounting office within 30 days.

1. Supporting Documentation Maintained Locally. The DO sends the requested documentation to the accounting office immediately.

2. Supporting Documentation Maintained at a Remote Site.

a. The DO notifies the entitlement area of the rejected transaction immediately by telephone or email.

b. If the requested information is not received within 5 working days of the initial request, then send a formal, written request to the functional area, referencing the original request.

c. If no response is received within 5 working days of the second request, then send a copy of the request memorandum, with a cover letter, to the site director or commander, as appropriate.

110403. Overages

A. Disbursement Action. For an overage that should not have been accounted for as a collection, the responsible functional area prepares an SF 1034 payable to "Adjustments." This reverses the erroneous collection and permits proper accounting for the funds. Do not issue a check or a cash payment for this voucher.

B. Adjustments. For an amount that should have been reported as a collection under an accounting classification other than **F3875; **F3885, Undistributed Intergovernmental Payments; **X6500, Advances Without Orders from Nonfederal sources; **X6501, Small Escrow Amounts; or **X6276, Other Federal Payroll Withholding, Allotments; as in the case of a cash collection from a sales official, the responsible entitlement area initiates the adjustment by preparing an SF 1081 charging **F3875, **F3885, **X6500, **X6501, or **X6276, and crediting the proper appropriation or fund.

C. Removal. If every reasonable effort to discover the source and disposition of the funds is unsuccessful, then prepare an SF 1081 to remove the amount from deposit fund **F3875, **F3885, **X6500, **X6501, or **X6276, and credit **R1060, Forfeitures of Unclaimed Money and Property.

*1105 PAYMENTS IN SUPPORT OF ADVANCE PAYMENT POOL AGREEMENTS

110501. General

An advance payment pool agreement:

A. Is a means of financing the performance of more than one contract held by a single contractor;

B. Is convenient for the financing of cost-type contracts with nonprofit educational or research institutions for experimental or research and development work when several contracts require financing by advance payments. When appropriate, pooled advance payments may also be used to finance other types of contracts held by a single contractor; and

C. May be established:

1. To finance contracts for one or more department(s) or contracting activity(ies);

2. In addition to any other advance payment pool agreement at a single contractor location when it is more convenient or otherwise preferable to have more than one agreement, or;

3. Without regard to the number of appropriations involved. One appropriation may be charged for the benefit of another any time during a fiscal year (31 U.S.C. 1534) so long as:

a. Amounts are available in both the appropriation to be charged and the appropriation to be benefited; and

b. Any amounts paid are charged on a final basis by the close of the fiscal year to the appropriation benefited and the appropriation originally charged is appropriately credited.

D. Payment in advance of receipt of goods or services to educational and research institutions is allowed by 10 U.S.C. 2307.

1. Total payments made may not exceed the unpaid contract price.

2. Payments are allowed only if the contractor gives adequate security and after a determination by the head of the agency that to do so would be in the public

interest. Security may be in the form of a lien on the balance in an account in which the payments are deposited. This lien takes precedence over other liens and is effective immediately upon the first advance payment of funds without filing, notice, or any other action by the U.S.

E. Multiple agencies or departments which are part of the pool agreement may have their funds cited on contracts. When more than one contract is involved in the pool agreement, one or more of the contracts, normally of large dollar value, is designated as the contract to which the advance payments are to be applied. Handle advance payments in accordance with current procedures; see Volume 10.

1106 INTERAGENCY DISBURSING SUPPORT

The DFAS Disbursing Policy (disbursing-debtmanagementpolicy@dfas.mil) and Treasury Initiatives (TreasuryInitiatives@dfas.mil) Divisions are responsible for DoD IPAC policy and liaison support. DoD Agency Location Codes and their servicing accounting offices are responsible for coordinating with other DoD and non-DoD agencies to establish IPAC Trading Partner Agreements. See Chapter 24.

1107 LARGE DISBURSEMENTS

110701. Reporting Large Disbursements

Since Treasury's FMS is solely responsible for the management of the government's daily cash position and disbursements by check or EFT affecting that cash position, DOs must advise FMS in advance of the time of actual disbursement. For disbursements of \$50 million or more in a single transaction or in multiple transactions of a common nature, advise FMS at least two business days before the payment date. Report planned disbursements of over \$500 million at least five business days in advance. When specific disbursement information has not been finalized, inform FMS daily (by 9:30 a.m. eastern time) of approximate amount(s) and approximate date(s). FMS has a web-enabled utility, the [Large Dollar Notification \(LDN\) Interface](#) to allow a Government Agency to add, update, delete, search, list, and view LDNs. To obtain access to this utility, complete the Cash Track Access Authorization Form and follow instructions (see Figure 11-6). DOs may also report information on large disbursements by facsimile transmission (FAX) to FMS at (202) 874-9945 or (202) 874-9984 using FMS Form 187, Advance Notice of Large Deposits or Payments of \$50 Million or More. If the report is provided to FMS on other than FMS Form 187, then at a minimum the report shall contain:

- A. Name and address of the DoD Component (e.g., Navy);
- B. Name and telephone number of disbursing officer;
- C. DSSN;
- D. Appropriation or fund account charged (minimum of six digits, with the first two identifying the department);

- E. Description of transaction;
- F. Transaction settlement date;
- G. Amount of the disbursement;
- H. Payment mechanism (wire transfer or check);
- I. Check number for check payments; and
- J. Payee name and address.

A copy of the report shall be retained with the DO's monthly retained financial records.

110702. United States (U.S.) Military EFT Payroll

DFAS sites must send an advance notice to FMS for all military pay and military retiree pay made by EFT for each payroll reporting period, as far in advance of the pay dates as possible, but at least two business days in advance.

A. U.S. Military Pay. U.S. military pay includes active duty pay, reserve pay, cadet pay, active salary allotments, active blanket pay, and voluntary separation incentives. Active duty payments usually occur on the 1st and 15th of each month. If the 1st or 15th of the month falls on a weekend or a holiday, then the payment will be made on the prior workday. Report military pay by facsimile transmission (FAX) to FMS at (202) 874-9945 or (202) 874-9984 using FMS Form 188 (Advance Reporting of U.S. Military Pay).

B. U.S. Military Retiree Pay. U.S. military retiree pay includes retired pay, retired allotments, retired annuities, and retired blanket pay. These payments usually occur on the 1st day of the month. If the 1st falls on a weekend or a holiday, the payment will be made on the next workday. Report military retiree pay by facsimile transmission (FAX) to FMS at (202) 874-9945 or (202) 874-9984 using FMS Form 190 (Advance Reporting of U.S. Military Retiree Pay).

C. Data to be Reported. If the report for military pay or military retiree pay is provided to FMS on other than FMS Form 188 or FMS Form 190 (as appropriate for the type of pay being reported), then include the following information as a minimum:

1. DFAS site;
2. DSSN;
3. Name and telephone number of contact (or DO);
4. Name of FRB location where pay files are transmitted;
5. Name of U.S. Military branch (e.g., Navy);

6. Military pay classification;
7. Pay date;
8. Pay amount for each classification; and
9. Total pay amount.

Keep a copy of each report with the DO's monthly retained financial records.

110703. EFT Vendor Payments

DOs that make U.S.-dollar EFT payments to vendors must report daily the following information to FMS, and retain a copy of each report with his/her monthly retained financial records. Report information on EFT vendor payments by facsimile transmission (FAX) to FMS at (202) 874-9945 or (202) 874-9984 using FMS Form 189 (Advance Reporting of Defense Department Payments to Vendors). If the report is provided to FMS on other than FMS Form 189, then include the following information as a minimum:

- A. DFAS or other Defense sites;
- B. DSSN;
- C. Name and telephone number of primary and alternate contact;
- D. FRB location of transmitted payment files;
- E. Date payment files are transmitted;
- F. Effective date of payment (transaction settlement date); and
- G. Total dollar amount of the EFT file transmitted.

Figure 11-1. Standard Form 1080 (Voucher for Transfers Between Appropriations and/or Funds)

Standard Form 1080 Revised April 1982 Department of the Treasury 1 TFM 2-2500				VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS		VOUCHER NO. 8397
Department, establishment, bureau, or office receiving funds Defense Finance and Accounting Service – Cleveland 1240 East Ninth Street Cleveland, OH 44199-2055				SCHEDULE NO.		
Department, establishment, bureau, or office charged Defense Finance and Accounting Service – Cleveland 1240 East Ninth Street Cleveland, OH 44199-2055				BILL NO.		
PAID BY DFAS CL DSSN 8522 10/15/XX						
ORDER NO.	DATE OF DELIVERY	ARTICLES OR SERVICES	QUAN-TITY	UNIT PRICE		AMOUNT
				COST	PER	DOLLARS AND CENTS
TA 54		Transfer receipt of funds from John Doe to MPN See COV#12345 9/3/XX				500.00
				TOTAL		500.00
Remittance in payment hereof should be sent to - Defense Finance and Accounting Service – Cleveland 1240 East Ninth Street Cleveland, OH 44199-2055						
ACCOUNTING CLASSIFICATION - Office Receiving Funds						
MPN 17*1453.2201						
CERTIFICATE OF OFFICE CHARGED						
I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.						
10/15/XX (Date)				_____ (Authorized administrative or certifying officer)		
				Disbursing Officer (Title)		
ACCOUNTING CLASSIFICATION - Office Charged						
17F3875 XXXX XXX XXXXX X XXXXXX XX XXXXXX XXXXXXXXXXXXX						
Paid by Check No. No check issued						

Figure 11-2. Standard Form 1081 (Voucher and Schedule of Withdrawals and Credits)

Standard Form 1081 Revised September 1982 Department of the Treasury TFM 2-2500		VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS	
CHARGE AND CREDIT WILL BE REPORTED ON CUSTOMER AGENCY STATEMENT OF TRANSACTIONS FOR ACCOUNTING PERIOD ENDING 10/31/XX		Transaction Date 10/1/XX	
		Document No. 159659	
CUSTOMER AGENCY		BILLING AGENCY	
Agency Location Code (ALC) 0001	Customer Agency Voucher No. 102	Agency Location Code (ALC) 0001	Billing Agency Voucher No. 942
DEPARTMENT BUREAU ADDRESS	DFAS Orlando 2500 Leahy Ave. Orlando, FL 32893-0002	DEPARTMENT BUREAU ADDRESS	DFAS Orlando 2500 Leahy Ave. Orlando, FL 32893-0002
SUMMARY		SUMMARY	
APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT	APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT
17F3880 00020 2D 1001XX 000122333444	500.00	17*1453.2252/025/74476/G/000072/1J DK31WN/DK3223687830	500.00
(MUST AGREE WITH BILLING AGENCY TOTAL)	TOTAL 500.00	(MUST AGREE WITH CUSTOMER AGENCY TOTAL)	TOTAL 500.00
Details of charges or reference to attached supporting documents To transfer credit received from Treasury for original check number 000122333444. Copy of DAS attached.			
BILLING AGENCY CONTACT: PREPARED BY R. Smith APPROVED BY K. Randall TELEPHONE NO. (407) 697-1234			
CERTIFICATION OF CUSTOMER OFFICE I certify that the items listed herein are correct and proper for payment from and to the appropriation(s) designated.			
10/1/XX _____ (Date)		John J. Baker _____ (Authorized administrative or certifying officer)	
(407) 697-1357 _____ (Telephone No.)			
Original - Forward To Customer For Payment			

*Figure 11-3. Standard Form 44 (Purchase Order – Invoice – Voucher)

U.S. GOVERNMENT
PURCHASE ORDER--INVOICE--VOUCHER

DATE OF ORDER	ORDER NO.
PRINT NAME AND ADDRESS OF SELLER <i>(Number, Street, City, and State)*</i>	
P A Y E E	
FURNISH SUPPLIES OR SERVICES TO <i>(Name and address)*</i>	

SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT

AGENCY NAME AND BILLING ADDRESS*	TOTAL
P A Y O R	DISCOUNT TERMS
%.....DAYS
	DATE INVOICE RECEIVED
ORDERED BY <i>(Signature and title)</i> E	
PURPOSE AND ACCOUNTING DATA	

PURCHASER- *To sign below for over-the-counter delivery of items*

RECEIVED BY PAYING AGENT SIGNATURE	DATE
TITLE	

SELLER- *Please read instructions on Copy 2*

<input type="checkbox"/> PAYMENT RECEIVED \$	<input type="checkbox"/> PAYMENT REQUESTED \$
NO FURTHER INVOICE NEED BE SUBMITTED	
SELLER SELLER SIGNATURE	DATE
BY: _____ <i>((Signature))</i>	

I certify that this account is correct and proper for payment in the amount of \$ _____	DIFFERENCES	
_____ <i>(Authorized certifying officer)</i>	ACCOUNT VERIFIED:	CORRECT FOR
	BY _____	

PAID BY CASH	DATE PAID	VOUCHER NO.
OR _____ <i>(Check No.)</i>		

PLEASE INCLUDE ZIP CODE 1. SELLER'S INVOICE *(See Instructions on Copy 2)* STANDARD FORM 44A (Rev. 10-83) PRESCRIBED BY GSA

Figure 11-4. Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal)

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				Voucher No. 593281	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Department of the Army 7 th Finance Battalion APO AE 00098			DATE VOUCHER PREPARED 17 Oct 20XX		SCHEDULE NO.		
			CONTRACT NUMBER AND DATE DA-HC-21-72A2578 8/21/XX		PAID BY APO AE 00098 DSSN 9000 18 Oct 20XX		
			REQUISITION NUMBER AND DATE				
PAYEE'S NAME AND ADDRESS Burchell Electronics, Inc. 18 Business Street Daube, West Germany					DATE INVOICE RECEIVED 01 Oct 20XX		
					DISCOUNT TERMS		
					PAYEE'S ACCOUNT NO.		
SHIPPED FROM		TO		WEIGHT		GOVERNMENT B/L NO.	
NUMBER AND DATE OF ORDER		DATE OF DELIVERY OR SERVICE		ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary).		QUANTITY	
						UNIT PRICE	
						COST PER	
61329 8/27/XX		9/25/XX		Analog Digital Convrt.		30 ea	
42573 8/27/XX		9/25/XX		Transistor		5 ea	
(Use cont. sheet if necessary) (Payee must NOT use the space below)						TOTAL DM	
						400	
PAYMENT		APPROVED FOR		EXCHANGE RATE		DIFFERENCES	
<input type="checkbox"/> PROVISIONAL		DM 400 = \$		=\$1.00			
<input checked="" type="checkbox"/> COMPLETE		BY ²					
<input type="checkbox"/> PARTIAL							
<input type="checkbox"/> FINAL						Amount verified correct for	
<input type="checkbox"/> PROGRESS		TITLE				\$200.00	
<input type="checkbox"/> ADVANCE						(Signature or initials)	
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
(Date)		(Authorized Certifying Officer)			(Title)		
ACCOUNTING CLASSIFICATION							
21*XXXX XX-XXXX PXXX-XX SXX-XXX						200.00	
PAID BY		CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	
						ON (Name of bank)	
						American Express	
		CASH		DATE		PAYEE ³	
		\$					
¹ When used in foreign currency, insert name of foreign currency.						PER	
² If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided over his/her official title.							
³ When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he/she signs must appear. For example: John Doe Company, per John Smith, "Secretary or Treasurer", as the case may be.							
						TITLE	
PRIVACY ACT STATEMENT							
The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.							

Figure 11-5. Department of Defense Form 2659 (Voucher Control Log)

VOUCHER CONTROL LOG			1. DISBURSEMENTS		3. DATE	
			2. COLLECTIONS		11/23/XX	
4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE			
			a. CASH	b. CHECK	c. EFT	d. OTHER
400001	John D. Able	389.00	X			
400002	Christine M. Baker	552.10			X	234569
400003	Beverly W. Ellis	941.25		X		11,607,456

DD Form 2659, AUG 93

Figure 11-6. Cash Track Access Authorization Form

CASH TRACK
Access Authorization Form

The Manager/Supervisor of the FRB Office or Government Agency identified below designates the following individual to serve as a submitter for the CASH TRACK application. Subsequent accounts can be added through repeated submissions of this document.

Section 1 – General Information	
<input type="checkbox"/> New Access	Model Access after Existing User: _____
<input type="checkbox"/> Modify Access	Current Name: _____ Current Username: _____
<input type="checkbox"/> Remove Access	Current Name: _____ Current Username: _____
<input type="checkbox"/> Activate Immediately	<input type="checkbox"/> Future Activation Date: ___ / ___ / _____
Federal Reserve Office/Organization/Agency Name: _____	

Section 2 – User Profile		
Last Name:	First Name:	M.I.
Address Street:	City:	State:
Phone (Primary):	Phone (Secondary):	Zip:
Fax:	Email Address:	

Section 3 – Access Specification		
<input type="checkbox"/> FRB Access	Mainframe Logon ID: _____	<input type="checkbox"/> Treasury Access
<input type="checkbox"/> Agency Access	<input type="checkbox"/> Transmittal (Complete Section 4)	
<input type="checkbox"/> TACR	<input type="checkbox"/> CFD <input type="checkbox"/> OFP <input type="checkbox"/> IMD	
<input type="checkbox"/> Term/Repo <input type="checkbox"/> BOG <input type="checkbox"/> OMD	<input type="checkbox"/> Transmittal <input type="checkbox"/> Large Dollar	
<input type="checkbox"/> CBAF	<input type="checkbox"/> Full Access <input type="checkbox"/> View Only	

Section 4 - FRB Transmittal Access Specification						
Entry Role	Transmittal	Office 1	Office 2	Office 3	Office 4	Office 5
<input type="checkbox"/> TRANSALL (Enter and Post)	<input type="checkbox"/> ACH FRB	<input type="checkbox"/>				
<input type="checkbox"/> TRANSETER (Enter Only)	<input type="checkbox"/> CASH-LINK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> TRANSPOST (Post Only)	<input type="checkbox"/> OTHER FRB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> TRANSVIEW (View Only)	<input type="checkbox"/> SECURITY FRB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 5 – Manager/Supervisor Authorization		
By signing below the Manager/Supervisor certifies that he/she is duly authorized to designate individuals who can serve as a submitter. The Manager/Supervisor also agrees to be responsible on behalf of the Organization/Agency for all security management related to CASH TRACK Web application access.		
Name (print): _____	Signature : _____	
Title (required) : _____	Phone : _____	Date ___ / ___ / _____
Email: _____		

Internal Use Only			
Date Verified:	Initials:	Date Completed :	Initials :

Figure 11-6. Cash Track Access Authorization Form (Continued)

<p>Please submit this completed request form to the Federal Reserve Bank of St. Louis CASH TRACK CBAF</p> <p>Fax to: 314-444-8603</p> <p>After faxing the request(s), please mail the hardcopies to;</p> <p>Federal Reserve Bank of St. Louis Attn: CASH TRACK CBAF-4TH Floor North P.O. Box 442 St. Louis, MO 63166-0442</p>
--

General Notices

To access CASH TRACK/CASH TRACK Web, Users may be issued authentication credentials such as a username and password. We (the United States Department of the Treasury and its designated agents) may rely upon the authentication credentials alone to provide access to CASH TRACK Web. We may act upon any electronic message that we establish to be associated with a known set of authentication credentials as if the message consisted of a written instruction bearing the ink signature of one of the Agency duly authorized manager/supervisor. An Agency accepts sole responsibility for and the entire risk arising from the use of authentication credentials by its Users.

All Users must agree to terms and conditions governing access to CASH TRACK Web. These terms and conditions can be found on the Web site of the application providing CASH TRACK Web. These terms and conditions include provisions requiring Users to maintain the confidentiality of their authentication credentials, to report the possible theft or compromise of their authentication credentials, and to take action whenever they no longer require access or require access to a lesser extent than is currently the case. These terms and conditions are subject to change from time to time.

We will not be liable for any loss or damage resulting from a problem beyond our reasonable control. This includes, but is not limited to, loss or damage resulting from any delay, error or omission in the transmission of any electronic information, alteration of any electronic information, any third party's interception or use of any electronic information, a failure of services provided by an Internet service provider, and a virus or worm received from or introduced by a third party. Additionally, we are not liable for loss or damage resulting from acts of war, acts of terrorism, acts of God or acts of nature.

Except as otherwise required by law, in no event will we be liable for any damages other than actual damages arising in connection with CASH TRACK Web, including without limitation indirect, special, incidental or consequential damages.

Except as otherwise required by law, WE DO NOT MAKE ANY WARRANTIES, EXPRESS OR IMPLIED (INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE), WITH RESPECT TO ANY SOFTWARE, INFORMATION, SERVICE, OR OTHER ITEM PROVIDED BY, LOCATED ON, DERIVED FROM, ASSOCIATED WITH, REFERRED TO BY, OR LINKED TO BY THE CASH TRACK Web application. EVERYTHING IS PROVIDED "AS IS."

Privacy Act Statement

We are authorized to request the information on this form by 31 U.S.C. §§ [321](#), [323](#), and [3301](#), [3302](#), [3303](#), and [3304](#). We need this personal information to help authenticate and determine who is responsible for viewing potentially sensitive information or engaging in a transaction. Furnishing this information is voluntary, but a Manager/Supervisor cannot be designated, and Organization/Agency will not have access to CASH TRACK Web, unless the information is furnished.

From systems including those used to provide CASH TRACK Web, the parties to whom we disclose information may include:

- Appropriate Federal, state, local or foreign agencies responsible for investigating or prosecuting the violation of, or for enforcing or implementing, a statute, rule, regulation, order, or license, but only if the investigation, prosecution, enforcement or implementation concerns a transaction(s) or other event(s) that involved (or contemplates involvement of), in whole or part, an electronic method of collecting revenues for the Federal government. The records and information may also be disclosed to commercial database vendors to the extent necessary to obtain information pertinent to such an investigation, prosecution, enforcement or implementation.
- Commercial database vendors for the purposes of authenticating the identity of individuals who electronically authorize payments to the Federal Government, to obtain information on such individuals' payment or check writing history, and for administrative purposes, such as resolving a question about a transaction.
- A court, magistrate, or administrative tribunal, in the course of presenting evidence, including disclosures to opposing counsel or witnesses, for the purpose of civil discovery, litigation, or settlement negotiations or in response to a subpoena, where relevant or potentially relevant to a proceeding, or in connection with criminal law proceedings.
- A congressional office in response to an inquiry made at the request of the individual to whom the record pertains. Fiscal agents, financial agents, financial institutions, and contractors for the purpose of performing financial management services, including, but not limited to, processing payments, investigating and rectifying possible erroneous reporting information, creating and reviewing statistics to improve the quality of services provided, or conducting debt collection services.

Federal agencies, their agents and contractors for the purposes of facilitating the collection of revenues, the accounting of such revenues, and the implementation of programs related to the revenues being collected. Federal agencies, their agents and contractors, to credit bureaus, and to employers of individuals who owe delinquent debt only when the debt arises from the unauthorized use of electronic payment methods. The information will be used for the purpose of collecting such debt through offset, administrative wage garnishment, referral to private collection agencies, litigation, reporting the debt to credit bureaus, or for any other authorized debt collection purpose.

Figure 11-6. Cash Track Access Authorization Form (Continued)

Completing the Form**Section 1 – General Information**

New Access – Select if access is needed for a new employee.

Modify Access – Select to modify access, name, email, etc.

Remove Access – Select to remove CASH TRACK Access

Federal Reserve Office/Organization/Agency Name: Specify your Federal Reserve District and Office, Federal Agency or Organization.

Section 2 – User Profile

Last Name: User Last Name
 First Name: User First Name
 M.I. User Middle Initial
 Address Street/City/State/Zip: Address where the user is employed.

Section 3 – Access Specification

(* Select One *)

FRB Access Select FRB Access for Federal Reserve Bank Access
 Logon ID: User's mainframe logon ID as defined on the CASH TRACK central LPARs (PP13, PP19, and PD34). User's local Data Security must establish/remove access to these LPARs through FRIT.
 Select One: Transmittal, TACR, Board of Governors, Term/REPO or CBAF

Treasury Access: Select for Treasury Access
 Select One: Cash Forecasting Division (CFD), Office of Fiscal Projections (OFP), Investment Management Division (IMD), New York Open Market Desk (OMD)

Agency Access: Select for Federal Agency Access
 Select One: Transmittal, Large Dollar Notification
 Select One: Full Access, View Only Access

Section 4 – FRB Transmittal Access Specification

(* Complete if FRB Transmittal Access is specified in Section 3)

Entry Role Place an X in the appropriate cell to indicate the requested user Entry Role.
 TRANSALL Authority to enter and post transmittals.
 TRANSENER Authority to only enter transmittals.
 TRANSPOST Authority to only post transmittals.
 TRANSVIEW Authority to only view transmittal transactions.

Access Table: Office: Federal Reserve Office(s) for which the user will be entering data.

Transmittal: Specific set(s) of line items for which the user will be entering data. Refer to the Treasury Financial Manual (TFM) for a detailed listing of the line items included on the various transmittals.

Place an X in the appropriate cells to define the reserve offices and transmittals for which access will be added or deleted. For example, an Eighth district user needing access to the Other FRB transmittal at all four offices would place X's in the Other FRB row under the "Add Access" column for Offices 1, 2, 3, and 4.

Section 5 – Manager/Supervisor Authorization

Manager/Supervisor Authorized: Name, title, Email and signature of person authorizing the request. For FRB submission person must be listed on the CASH TRACK Authorized Requestor Form.

*Table 11-1. Disbursement Voucher “Paid By” Blocks

WITHIN THE UNITED STATES	
<u>DATA</u>	<u>EXAMPLE</u>
Location (Base and State) ZIP Code Disbursing Station Symbol Number Date of Payment	Camp Lejeune NC 28540 DSSN 6092 1 May 20XX
Location and ZIP Code Disbursing Station Symbol Number Date of Payment	Ft. Finance, IN 46216 DSSN 0001 20 August 20XX
Classified Disbursing Station Symbol Number UIC and Name of Disbursing Activity Date of Payment Name and DSSN of Operating Location	DSSN 5171 (62306) NAVOCEANO 21 SEP 20XX DFAS Cleveland 8522
OVERSEAS AREAS	
<u>DATA</u>	<u>EXAMPLE</u>
Location Disbursing Station Symbol Number Date of Payment	APO AE 09440-1111 DSSN 6637 1 May 20XX