DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CERM-F/CECW-ON

5 June 1998

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Procedure for Purchase of Money Orders and/or Cashiers Checks to Remit User Fees

1. References:

a. CECW-ON Memorandum dated 1 April 1998, SUBJECT: Policy Letter 98-02 -- Purchase of Cashier's Checks and/or Money Orders to remit Use Fees.

b. DFAS-IN 37-1.

2. The referenced policy memorandum is being revised to incorporate procedural guidance provided herein. This procedure will be used to ensure compliance with the provisions of DFAS-IN 37-1.

3. Projects may use collections to purchase money orders or cashier checks to remit use fees. The funds expended must be replaced from project O&M, General funds, at the end of each accounting period (month) to ensure gross collections are remitted to the U.S. Treasury.

a. Each site (Project Office) will maintain a register (work sheet) for all money orders or cashiers checks purchased during the month. The register should include the date purchased, money order or cashier's check number, and the money order or cashier's check fee.

b. Remit net collections (gross collections minus money order or cashier check fees) to the USACE Finance Center. Indicate on the CEFMS Receiving Office Voucher (ROV) the money order or cashier's check number. Record the difference between the gross and net collection amount on the work sheet.

c. Create a Purchase Request and Commitment (PR&C), Obligation and Receiving Report charging O&M, General (96X3123) for the total amount of fees paid as indicated on the worksheet. The obligation number should be established with the project office's

seven character organization code followed by a dash, then SRUFMOCC, (i.e. K5ROLEO-SRUFMOCC).

d. Project Offices will create an ROV in CEFMS for the total amount recorded on the work sheet, citing 965007 as the collecting appropriation. Reference the month that the ROV covers on the description line, (i.e. money orders/cashier checks purchased for May, 1998 for SRUF cash collections).

e. The work sheet along with the ROV number will be sent to the USACE Finance Center monthly. The Finance Center will input the invoice in CEFMS based upon the work sheet. When the check is disbursed, the Finance Center will collect the check against the ROV, then certify and deposit funds into the appropriate appropriation. Districts may begin using these procedures immediately.

4. The CERM-F POC is Aaron Polley, (202) 761-4998. CECW-ON POC is Judy Rice, (202) 761-1795

FOR THE COMMANDER:

for James L. Eberhardt
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CF:
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