

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-RM-F P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 37-1-2

1 December 1989

Financial Administration
FISCAL PROCEDURES - COLLECTIONS

1. Purpose. To inform Savannah personnel the procedures to be followed in collection handling.
2. Applicability. This regulation applies to all district personnel authorized to collect amounts from, and issue official receipts to, anyone making payments to the U.S. Government.
3. References.
 - a. AR 37-101
 - b. AR 37-103
 - c. ER 37-2-10
4. General.
 - a. All collections of funds due the United States received by any employee of the District will be forwarded to the Disbursing Section, Finance and Accounting Branch, Resource Management Office.
 - b. Collections may be in the form of cash, money order, or other negotiable instruments. Money orders, checks, or other instruments must be drawn to the order of the Finance and Accounting Office (FAO), U. S. Army, Savannah District CE, or endorsed to FAO. Uncertified personal checks may be accepted for petty cash sales (sales of plans and specifications, maps, charts, etc.) and in payment of an indebtedness to the United States when the remitter has been billed, except for bills rendered for timber sales which require cash, money orders, or

cashier's or certified checks. Personal checks received by the Government should include personal identification (driver's license number, etc.) on the front side of the check.

c. Regulations covering the receipt and transmittal of collectors require that only individuals appointed by the Commander are authorized to collect money and issue official receipts to anyone making payments to the U.S. Government. Authorized collections will be appointed on a separate memorandum.

d. For the temporary storage and safeguard of funds, separate, GSA approved, combination, 3-tumbler-lock, fire-resistant safes are preferred. If this is not possible, separate locked compartments in one safe should be provided. If such safekeeping facilities are available, monies collected will be sent by the collector to the Assistant to the Finance and Accounting Officer at least once each week, and at any time the amount collected totals \$1000.00 or more, except for (1) recreational fee cashiers will transmit collections at least once a week, or when the total amount collected exceeds \$1000.00 and (2) remittances received at bid openings which may be held by the collector for a period not to exceed 48 hours. Returned remittance will be shown by entering the data on the remittance register and then crossing it out. This entry, with amount received, will be signed by the unsuccessful bidder. At the expiration of 48 hours after bid opening, all money not returned to the unsuccessful bidders will be sent to the Disbursing Section. If no adequate safeguarding facilities are available, the collector will immediately forward all collections to the Finance and Accounting Officer in the Savannah District Office.

e. The combinations of safes will be changed every 12 months and at such times as circumstances may warrant. Standard Form 700 will be used to make this change. The original of the form will be taped to the front of the safe. A copy of the form will be sealed in an envelope suitably marked so that any unauthorized opening of the envelope will be detected. The envelope will be mailed to the Finance and Accounting Officer who will secure it in a safe and use in the event of an emergency.

f. All necessary precautions, including registered mail and the purchase of money orders, will be taken to safeguard mail collections. Payment for money orders to transmit cash is permitted from the imprest funds.

g. Cash collected at field offices by authorized collectors and the Mail Unit will be shown on DD Form 1131, Remittance Register, and prepared in original and three copies. The original and one copy, with the collections and all documents, which go with the remittance, will be sent to the Assistance Finance and Accounting Officer. The second copy will be kept by the remitter until the receipted first copy is returned to the Assistant to the Finance and Accounting Officer. For internal control the third copy will be forwarded separately to the appropriate Accounting Section, F&A Branch. Collectors located within the District will place their third copy in the locked outside the Disbursing Office.

h. The remittance Register will be numbered beginning with the first number for the fiscal year and continuing to the end of the fiscal year. This number will be prefixed by the official symbol which will identify the preparing unit and the fiscal year for example: IM-SMM 89-1.

/s/
RALPH V. LOCURCIO
Colonel, Corps of Engineers
Commanding

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