

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5720 INTEGRITY DRIVE
MILLINGTON TENNESSEE 38054-5005

14 April 1999

CEFC-AO
SOP No. UFC-03

STANDING OPERATING PROCEDURE
COLLECTION/DEPOSIT PROCEDURES

1. **PURPOSE.** This Standing Operating Procedure (SOP) defines the USACE Finance Center (UFC) collection/deposit procedures.
2. **APPLICABILITY.** The provisions of this SOP apply to the USACE Finance Center (UFC) and activities supported by the UFC.
3. **REFERENCE.** Memorandum, CEFM-F/CECW-ON, 5 June 1998, SUBJECT: Policy Letter 98-02 -- Purchase of Money Orders and/or Cashiers Checks to Remit Use Fees.
4. **COLLECTION PROCEDURES.** Authorized collectors will be appointed by the activity commander in accordance with DoD Disbursing Policy and Procedures, Volume 5. Appointment letters should be maintained by the accounting office of the supported activity. All collections submitted to the UFC by a supported activity must be in accordance with this SOP using referenced forms. The forms are available on the UFC homepage (www.fc.usace.army.mil).
 - a. All checks should be endorsed to the supported installation name except under paragraph 4.e.(5).
 - b. Civil and military collections should not be commingled on the same Receiving Officer Voucher (ROV) or Collection Voucher (CV) Number (CEFMS Screen 2.99.1).
 - c. Check/money order collections should not be commingled with credit card collections. The supported activity must create a separate ROV or CV for credit card and check/money order collections.
 - d. On CEFMS screen 2.99.2, in the Payment Reference Number field, enter a reference number from the negotiable instrument, such as the check number or money order number. This information will assist in processing research requests. Authorized collectors will enter the collection in CEFMS and write the ROV or CV number on the UFC-DISB-1 form and forward to the UFC. This ensures the following:

(1) Supported activity's collections are collected to proper account or bill number.

(2) Authorized collector can query CEFMS ROV or CV number to determine when UFC receives and certifies collection.

e. **Special Recreation User Fee (965007)**: The collecting office will retain supporting documentation for the Recreation User Fee collections (such as Automated User Permit System AUPS output). This documentation should not be forwarded to the UFC.

(1) Authorized collectors will enter collections for checks/money orders in CEFMS (screen 2.99.1). Before committing the collection data in CEFMS, a calculation tape should be run to ensure that the dollar amount agrees with the ROV or CV.

(2) Checks and money orders along with the calculation tape should be attached to the UFC-DISB-1 form and submitted to the UFC. All information requested on the UFC-DISB-1 form is required by the UFC.

(3) The CEFMS ROV or CV number should be written on the top left hand corner of each negotiable document. This will aid the UFC in processing returned checks for non-sufficient funds in CEFMS.

(4) Cash should not be mailed. Reference Policy Letter 98-02 provides policy guidance on procedures used in the purchase of cashier's checks and/or money orders for use in remittance of Use Fees to the financial office.

(5) Collections for those recreation sites that are under the National Recreation Reservation Service (NRRS) contract **will not** be entered into CEFMS. Collections will be sent to the NRRS lockbox and **must be** endorsed to "National Recreation Reservation Service".

f. **Credit Card Collections**:

(1) Collections for credit cards must **not be commingled** with check/money orders. Create a separate ROV or CV for each payment type.

(2) For supported activities that create the ROV or CV in CEFMS to record daily credit card sales Form UFC-DISB-2A will be utilized. All information requested on the UFC-DISB-2A is required by the UFC to reconcile credit card collections with deposits made by National Bancard Corporation.

(3) Only one days credit card sales (one daily terminal closing tape total) should be submitted per ROV or CV. The authorized collector should ensure that the ROV or CV totals to the daily terminal closing tape.

i. The ROV or CV number should be written on the daily terminal closing tape.

ii. A copy of the daily terminal closing tape should be attached to the UFC-DISB-2A Form and forwarded to the UFC for certification and deposit.

(4) If the UFC prepares the CV for a supported activity, the supported activity will provide a listing of the assigned Merchant Location Numbers, park name, county, state, FA work item, ordering work item and point of contact name and phone number. UFC will use this information as a crosswalk to the National Bancard Corporation Daily Summary Report for entering the CV in CEFMS. This report is faxed to the UFC daily and lists the amount of credit card sales processed the previous day by Merchant Location Number.

(5) Upon receipt of the above documentation the UFC will prepare the CV to record supported activities credit card sales in CEFMS

(6) After verifying that the sales have been deposited with the U.S. Treasury the UFC will create, certify and attach the CV to a deposit number in CEFMS.

(7) A copy of each daily terminal closing tape should be mailed to the UFC weekly. UFC will use these tapes to verify that all sales have been processed through National Bancard Corporation, deposited to the U.S. Treasury and recorded in CEFMS.

g. **Direct Deposits.** All deposits will be made by the UFC except those specifically authorized by the UFC. Supported activities that create the ROV or CV in CEFMS for direct deposits will adhere to the following procedures:

(1) UFC-DISB-3 form will be utilized by those activities that create the ROV or CV in CEFMS for direct deposits. All information requested on the form is required by the UFC. Ensure that the ROV or CV number is written in the left-hand corner of each negotiable document.

(2) Receipt funds with SF-215 deposit ticket will be submitted to a Federal Reserve Bank or Treasury General Account (TGA) public bank.

(3) The following documents will be forwarded to the UFC using the UFC-AO-2 transmittal form after the receipt funds have been submitted to a Federal Reserve Bank or TGA public bank:

i. A copy of the certified CEFMS CV and SF-215 deposit ticket form with the activities Engineering Reporting Organization Code (EROC) annotated on it will be attached to the UFC-DISB-3 and forwarded to the UFC immediately.

ii. A memorandum with the following information must be provided to the UFC for each remittance item; description of collection, remittance item amount, collection type, appropriation, FA work item, ordering work item, work category, work category element, country and state.

iii. A copy of the SF-215 deposit ticket with the EROC annotated on it. (Attachment 1)

(4) UFC will verify all deposits through CASHLINK prior to UFC confirming deposits in CEFMS.

(5) Upon receipt of the above documentation the UFC will create the CEFMS CV to record the supported activity's direct deposits. Faxed copies of SF-215, UFC-DISB-3, UFC-AO-2, and memorandum with remittance information will be accepted to expedite the processing of collection vouchers and direct deposits. However, original copies of these faxed items must be mailed to the UFC immediately.

5. **CHANGES**. Refer all discrepancies, comments or questions regarding this SOP to the Chief, Disbursing, Accounting Operations Directorate (CEFC-AD) 901-874-8542.

FOR THE DIRECTOR:

Attachment

BETH KRAUS
Deputy Director, Administration

STANDARD FORM 215 (REV. 5-95) PRESCRIBED BY DEPT. OF TREASURY 1 TFM 5-3005		DEPOSIT TICKET		DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE NSN 7540-01-518-9452	
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT		
(1) <input type="text" value="634350"/>	(2) <input type="text" value="M M D D Y Y"/>	(3) <input type="text"/>	(4) <input type="text"/>		
(6) AGENCY USE					
(9) DEPOSITORS TITLE, DEPARTMENT OR AGENCY AND ADDRESS			(7) NAME AND ADDRESS OF DEPOSITARY		
			<small>(8) CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED OR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THEREIN.</small> <input type="text"/> M M D D Y Y AUTHORIZED SIGNATURE CONFIRMED DATE		
DEPOSITARY RETAIN THIS COPY			DEPOSITARY COPY		

Enter the following information in the corresponding “block number” of the above form:

Block Number 3. DSSN – Civil: 00008736-6 Military: 00008735-3

Block Number 9. Use the following address: **THOMAS L. BROCKMAN
DISBURSING OFFICER
USACE FINANCE CENTER
5720 INTEGRITY DRIVE
MILLINGTON TN 38054-5005**

Also enter the activities EROC in this block.

Block Number 7. Enter the address of the Federal Reserve or Treasury General Account (TGA) Bank that deposit is being mailed to or carried to.