

U.S. ARMY ENGINEER DISTRICT, BUFFALO
Finance & Accounting Office
1776 Niagara Street
Buffalo, NY 14207

STANDARD OPERATING PROCEDURES

January 1999

No. 37-~~44~~-2
5

UNAVAILABLE CHECK CANCELLATION
AND RECERTIFIED CHECK
IN UFC DSSN 8736

1. Purpose. This Standard Operating Procedure (SOP) defines policy, designates responsibility, and prescribes procedures for initiating a stop payment, requesting a copy of an endorsed check, or requesting a issue of a recertified check, when a Treasury Check that has been issued from USACE Finance Center (UFC) DSSN 8736 has been lost, destroyed, or never received by the customer.

2. References.

- a. Treasury Financial Manual, Volume 1, Chapter 4-7000.
- b. DoD Financial Management Regulation, Volume 5, Chapter 8.
- c. DFAS-IN 37-1, Chapters 22 and 40.
- d. CERM-F Reconciliation of Funds Balance with Treasury

3. Policy. It is Buffalo District policy to not issue a recertified check until confirmation of stop payment has been received from Treasury in the form of an Unavailable Check Cancellation credit.

4. Responsibilities and Procedures.

- a. Buffalo District Finance and Accounting Branch serves as liaison between customers (vendors) and the USACE Finance Center (UFC).
- b. District F&A will contact Glen Burch at UFC (901-874-8628, FAX 901-874-8623) to determine if check in question is still outstanding.
- c. Either Glen Burch will fax a completed form to us for customer's signature, or District F&A can complete Form UFC-DISB-5, Check Trace Authorization (encl).
- d. District F&A will obtain customer's signature on form and fax to Glen Burch at UFC.

STANDARD OPERATING PROCEDURES
No. 37-1-

January 1999

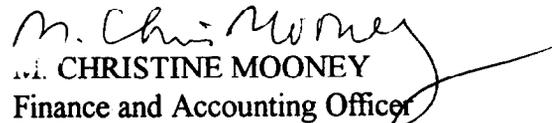
e. UFC will complete SF 1184 for Check Cancellation or for copies of negotiated check with endorsements and send to Treasury.

f. UFC will perform follow up on action and will notify District F&A of action done.

g. When appropriate, UFC will collect the Unavailable Check Cancellation credit and will issue the Recertified Check to the vendor.

h. District F&A will retain a supporting file with the original signed Form UFC-DISB-5, and a record of action taken.

encl


M. CHRISTINE MOONEY
Finance and Accounting Officer