

# APHIS FORM 94

Record of Public Funds Received is a form used to submit money collected. APHIS provides many services for which it collects a fee. Payments can be in the form of check or money order. The collection can be the results of bills issued for services provided, payments received on site upon completion of services, or advance payments for future services to be provided. Many APHIS employees, by virtue of their official capacity, will receive funds due the agency. These funds will be documented on an APHIS Form 94.

Certain processing information must be included on the form. Following are instructions for preparing the APHIS Form 94.

## **Please Remember:**

All APHIS Form 94's must have the 10-digit Accounting Code, and the 4-digit Budget Object Code (BOC) listed.

All checks must be "Pay to the Order of USDA APHIS."

Checks drawn from a foreign bank must say "Payable in US Dollars."

Do not send cash. If cash is collected, obtain a money order. Do not take the cost of the money order from the cash taken.

Forward the money collected along with the original and one copy of the APHIS Form 94 within 24 hours of receipt.

Retain one copy of the APHIS Form 94 until a receipted copy is received from MRP-BS.

File the receipted copy.

## **APHIS Form 94, Completion Instructions**

1. **Transmitted Number** - Used by the submitting office only.
2. **Date Forwarding** - Enter date the APHIS Form 94 is being submitted.
3. **To** - Enter name and address the form is being sent to.
4. **From** - Enter name and address including zip code of the submitting office.
5. **Date Received** - Enter the date the money was received.
6. **For MRP-BS use only** - Leave this blank.
7. **Amount** - Enter amount of the money received for each transaction.
8. **Remitter** - Enter the name of the remitter.

9. **Purpose Accounting Code** - Enter your 10-digit accounting code, the budget object code, the agreement number, phytosanitary certificates, Animal-by-Product certificates, the bill number, or reason for the check ( jury duty, travel rebate, etc.)
10. **Total Amount Sent** - Enter total of all the dollar amounts on the APHIS Form 94.
11. **Sent By** - Signature of the person submitting the APHIS Form 94.
12. **Title** - Enter the title of the person sending the APHIS Form 94.
13. **Amount** - Leave blank.
14. **Received By** - Leave blank.
15. **Date** - Leave blank.
16. **Title** - Leave blank.