

## 1372 - COLLECTIONS

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
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.01 Purpose. This Manual Section prescribes procedures for documenting, controlling, and safeguarding all collections received by the Bureau.

.02 Objectives. The objectives are to ensure that collections are processed efficiently and uniformly and that adequate internal controls are maintained in all phases of the collection program.

.03 Authority.

- A. General Accounting Office Manual for Guidance of Federal Agencies.
- B. Treasury Fiscal Requirements Manual (TFRM).
- C. Department of the Interior Manual, Part 331, Cash Accountability, and Part 334, Collection of Debts.
- D. Other selected sources as cited herein. ←

.04 Responsibility. The Director and Associate Director are responsible for the overall collection program. This responsibility is exercised through the ← Assistant Director, Management Services, and the Deputy Assistant Director.

.05 References.

- A. Manual Section 1371. ←

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.1 Collection Officers.

.11 Designation. Employees who regularly receive or process collections, or who open and process mail which includes collections, must be designated in writing as Collection Officers. When the designated employee no longer is responsible for collections, obtain a written revocation of the designation.

→ NOTE: It is not necessary to designate employees as Collection Officers who occasionally receive collections when it is not a part ← of their regular duties.

A. Designation or Revocation Requests. Send requests for collection officer designations or revocations to the Service Center Director (D-510) for approval.

B. Designation Notice. A notice of the official designation as Collection Officer, signed by the approving official, must be returned to the requesting office. The designated employee must sign the notice to certify they have been advised of their duties and responsibilities. File a copy of the signed and countersigned notice in the employee's official personnel folder (OPF).

C. Revocation Notice. A notice of revocation is returned to the requesting office. A copy of the notice must be countersigned by the employee (if possible) and a copy is filed in the employee's OPF.

D. Control Record. An official control record must be maintained by the Director (820) for the Headquarters Office and Eastern States Office, the Service Center Director (D-510) for Field Offices, and Field Office Managers for their respective offices. The files must contain copies of each designation, change, or revocation. (See Manual 1384, Illustration 1.)

.12 Collection Officer Responsibilities.

A. Recordkeeping. Place all collections under immediate accounting control by documenting the official accounting records the receipt, transfer, deposit, or return of each collection. Support each remittance received by a written record such as various types of receipts, transfer or return documents, bid registers and return lists, undeposited remittance registers, or batch control forms.

B. Safeguarding. Keep undeposited collections in a fireproof safe or file with adequate locking devices and with access limited to those designated employees with direct responsibilities for collections. Under no circumstances, hold collections in desk drawers or other inadequate containers where they are readily susceptible to theft. Use locked boxes to secure change-making funds. Only one cashier may use the same fund and locked box. If there is more than one cashier, secure a locked box and separate fund for each. Designate each as a primary change-making cashier.

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C. Personal Liability. Exercise the utmost diligence in faithfully recording, safeguarding, and depositing collections. Employees having collections in their custody are personally liable for loss or misuse and may be required to repay any deficiency unless granted relief in accordance with Manual 1385.75.

D. Penalties. The penalties imposed by law for improperly handling or using public moneys are severe. For example, one of the general provisions contained in 18 U.S.C. 648 states: "Whoever, being an officer or other person charged by any Act of Congress with the safekeeping of the public moneys, loans, uses, or converts to his own use, or deposits in any bank or exchanges for other funds, except as specifically allowed by law, any portion of the public moneys entrusted to him for safekeeping, is guilty of embezzlement of the money so loaned, used, converted, deposited, or exchanged, and shall be fined in a sum equal to the amount of moneys so embezzled or imprisoned not more than 10 years, or both...." Other provisions of law relating to the improper handling of public moneys are contained in 18 U.S.C. 643, 648, 649, 753, 654, 3487, and 3497.

E. Disciplinary Action. In addition to the statutory penalties applicable to misuse of public moneys, the Department will not condone any improper handling of these funds. Cashing personal checks with public moneys, temporarily using public funds or personal use without intent to embezzle, flagrantly displaying public moneys, or other actions that are of a questionable nature must be considered improper use of the funds and the employee involved must be subject to disciplinary action, including possible dismissal.

.13 Supervisory Responsibility.

A. Advice to Collection Officer(s). Assure Collection Officers are fully advised of their responsibilities, duties, and possible penalties.

B. Safe Combination and Keys.

1. Control and Access. Strictly control and limit access to the key or combination to the safe in which collections are held prior to deposit, to those with direct responsibility for collections.

2. Safe Combination. Change combinations on safes whenever there is a revocation of collection officer designation and once a year at a minimum.

3. Keys. Strictly control and account for keys to key-locking safes and cash boxes at all time.

4. Safekeeping. Place a copy of the combination or an extra set of keys to the safe and cash boxes in a sealed envelope and furnish to the office head (or designee) for safekeeping.

5. Room Security. Assure that the account room is secure and that access is limited to employees having business with accounts staff.



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C. Separation of Duties. Divide the functions of receipting/validating, depositing, and reviewing collections between three employees whenever possible. If this is not possible because of staffing, divide the functions between two employees. The receipting and validating function may be done by one, and the depositing and review by the other. When the functions are divided between two employees, the review function must periodically be performed by a third person. One employee must never perform all functions.

1. Review. The reviewer must prepare the following:

- a. An adding machine tape of checks and currency and balance it to the machine totals;
- b. The Collection Data Sheet;
- c. An adding machine tape of the backup documents and balance it to the machine totals; and
- d. Prepare or verify the preparation of Form 1370-11, Cash Transactions Record.

D. Internal Review. A quarterly internal review of all collection activities by other than responsible collection officials is required by 331 DM 2.4.

1. Coverage. Examine the following:

- a. Collection Receipts - ensure all receipts are properly recorded and support Collection Data Sheets and deposit records;
- b. Safeguarding - ensure undeposited funds are adequately secured.
- c. Policies and Procedures - examine the procedures used in the collections process to determine if they comply with this Manual Section.
- d. Corrective Actions - ensure appropriate administrative actions are taken to correct deficiencies.

2. Reports. Make a written report of the internal review with recommendations on any corrective actions required to the State Director or office head administratively in charge of the collection activity. Provide a copy of the report to the Collection Officer for subsequent review by auditors from the Office of Inspector General during their regularly scheduled audits. Also submit a copy to the Director (820).

E. Irregularities, Losses, and Thefts. Immediately report any irregularity, loss, or theft involving collections in the same manner as those involving imprest funds. The head of the office in which the loss occurs must investigate the loss and report immediately to the Service Center Director (D-510) and the Director (820 and 860) giving the extent of the internal review and any recommendations for a more comprehensive review or corrective actions required. Treasury Department does not need a copy of the report.

1. AUTHORITY  
DDE  
BIA  
MCA  
DATE 4.  
TIGN. 3/20  
12/1-3  
REIMBURSEABLE  
DEPOSIT TO 1000  
COLLECTIONS  
REIMBURSABLE  
4910 BLM CHARGE CODE  
COLLECTION ACCOUNTS  
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1.) REIMBURSABLE  
2.)  
3.)

.2 Classification. The general rule with respect to collections from sources outside the Government is that all moneys received for the use of the United States are deposited to the Treasury General Fund Receipts. Such money cannot be withdrawn except through Congressional appropriations. (See Table 1.)

.21 Repayments to Appropriation and Fund Accounts. Repayments to appropriation and fund accounts fall within two general classifications, i.e., reimbursements and refunds. Repayments must be authorized by law or appropriation regulations.

A. Reimbursements are repayments for commodities, work, or services, furnished, or to be furnished (usually under contracts or agreements) which by law may be credited to the appropriation or fund accounts that financed, or will finance, such items. Relate reimbursements to previously recorded expenditures; they are not corrections or adjustments of such expenditures.

B. Refunds are repayments for excess payments; credit refunds to the appropriation or fund account from which the excess payments were made. Unlike reimbursements, refunds must be directly related to previously recorded expenditures and represent reductions of such expenditures.

.22 General Fund Receipts. General fund receipt accounts are credited with all receipts which are not earmarked by law for a specific purpose. Treasury categorizes "miscellaneous receipts" by major classes, based on the principal sources of the receipts, and publishes an annual listing of classes entitled Federal Account Symbols and Titles. A copy of these listings is provided to each State Office and the Service Center.

.23 Special and Trust Fund Receipts. Account for all receipts for credit to special and trust funds under receipt symbols assigned by the Treasury Department. Classify receipts as available or nonavailable in accordance with the definition of such receipts contained in the Treasury Financial Manual.

A. Available Receipts are receipts of special or trust funds which pursuant to law or agreement are immediately available for expenditure in their entirety without further action by Congress.

B. Unavailable Receipts are receipts which at the time of collection are not appropriated and not immediately available for expenditure because further action by Congress is required, Congressional limitation is established, or amounts must be cleared to other receipt accounts before appropriation warrant action is taken.

.24 Other Classes of Collections.

A. Collections by Voucher Deduction. Various types of collections are made by voucher deductions under procedures prescribed by the Treasury Department. These include Federal Insurance Contributions Act Taxes; Federal, State, and city income taxes; travel advances; claim settlements; and contractor refunds of advances or overpayments.

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B. Collections for Other Agencies. Deposit collections for another agency to the accounts of the agency to which the collections belong, unless otherwise authorized by law. The agency making the collections is responsible for providing adequate safeguards until the collections are either delivered to the agency to which they belong, or deposited into the Treasury. Collections deposited into the Treasury may be credited directly to the accounts of the agency for which the collections were received or subsequently transferred by check or SF-1081, Voucher and Schedule of Withdrawals and Credits.

C. Collections for Unofficial Use of Government Facilities in Emergencies. Do not allow the unofficial use of Government facilities except in emergencies. An emergency exists when immediate but unofficial action is required by a Government officer or employee, or a private citizen, and privately owned facilities are not available.

1. Definition of Facility. The term facility applies to various services such as telephone, teletype, office or storage space, equipment and furniture, leased property, or services used by Government, and transportation obtained with Government Transportation Requests or bills of lading.

2. Reporting Use. Report any emergency use of facilities and assure that the Government is reimbursed for the cost of such use and any excise or other Federal taxes imposed. If the Bureau is billed for unofficial use that has not been reported, it must immediately demand prompt payment for such use from the person concerned.

3. Disposition of Receipts. Use funds collected for the emergency use of Government facilities, with the exception of Federal taxes, to pay that portion of the contractor's bill resulting from the emergency use. Remit taxes to the Treasury Department.

D. Proceeds from Sales of Personal Property. Proceeds from the sale of personal property are available during the fiscal year in which the property is sold and for one year thereafter for obligation for the purchase of replacement property.

1. Proceeds Received After Obligation of Replacement Property. If the sales proceeds are received after an obligation for replacement property has been incurred, credit the proceeds as a direct reimbursement to the appropriation charged.

2. Proceeds Received Before Obligation of Replacement Property. If the sales proceeds are received before an obligation for replacement property is incurred, credit the proceeds to the suspense or budget clearing account. That account is charged and the appropriation account is credited when the obligation is subsequently incurred. Support the voucher with evidence that the credit is applicable to the obligation incurred for the replacement property.

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.2 Classification. The general rule with respect to collections from sources outside the Government is that all moneys received for the use of the United States are deposited to the Treasury General Fund Receipts. Such money cannot be withdrawn except through Congressional appropriations. (See Table I.)

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B. Refunds are repayments for excess payments; credit refunds to the appropriation or fund account from which the excess payments were made. Unlike reimbursements, refunds must be directly related to previously recorded expenditures and represent reductions of such expenditures.

.22 General Fund Receipts. General fund receipt accounts are credited with all receipts which are not earmarked by law for a specific purpose. Treasury categorizes "miscellaneous receipts" by major classes, based on the principal sources of the receipts, and publishes an annual listing of classes entitled Federal Account Symbols and Titles. A copy of these listings is provided to each State Office and the Service Center.

.23 Special and Trust Fund Receipts. Account for all receipts for credit to special and trust funds under receipt symbols assigned by the Treasury Department. Classify receipts as available or nonavailable in accordance with the definition of such receipts contained in the Treasury Financial Manual.

A. Available Receipts are receipts of special or trust funds which pursuant to law or agreement are immediately available for expenditure in their entirety without further action by Congress.

B. Unavailable Receipts are receipts which at the time of collection are not appropriated and not immediately available for expenditure because further action by Congress is required, Congressional limitation is established, or amounts must be cleared to other receipt accounts before appropriation warrant action is taken.

.24 Other Classes of Collections.

A. Collections by Voucher Deduction. Various types of collections are made by voucher deductions under procedures prescribed by the Treasury Department. These include Federal Insurance Contributions Act Taxes; Federal, State, and city income taxes; travel advances; claim settlements; and contractor refunds of advances or overpayments.

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B. Collections for Other Agencies. Deposit collections for another agency to the accounts of the agency to which the collections belong, unless otherwise authorized by law. The agency making the collections is responsible for providing adequate safeguards until the collections are either delivered to the agency to which they belong, or deposited into the Treasury. Collections deposited into the Treasury may be credited directly to the accounts of the agency for which the collections were received or subsequently transferred by check or SF-1081, Voucher and Schedule of Withdrawals and Credits.

C. Collections for Unofficial Use of Government Facilities in Emergencies. Do not allow the unofficial use of Government facilities except in emergencies. An emergency exists when immediate but unofficial action is required by a Government officer or employee, or a private citizen, and privately owned facilities are not available.

1. Definition of Facility. The term facility applies to various services such as telephone, teletype, office or storage space, equipment and furniture, leased property, or services used by Government, and transportation obtained with Government Transportation Requests or bills of lading.

2. Reporting Use. Report any emergency use of facilities and assure that the Government is reimbursed for the cost of such use and any excise or other Federal taxes imposed. If the Bureau is billed for unofficial use that has not been reported, it must immediately demand prompt payment for such use from the person concerned.

3. Disposition of Receipts. Use funds collected for the emergency use of Government facilities, with the exception of Federal taxes, to pay that portion of the contractor's bill resulting from the emergency use. Remit taxes to the Treasury Department.

D. Proceeds from Sales of Personal Property. Proceeds from the sale of personal property are available during the fiscal year in which the property is sold and for one year thereafter for obligation for the purchase of replacement property.

1. Proceeds Received After Obligation of Replacement Property. If the sales proceeds are received after an obligation for replacement property has been incurred, credit the proceeds as a direct reimbursement to the appropriation charged.

2. Proceeds Received Before Obligation of Replacement Property. If the sales proceeds are received before an obligation for replacement property is incurred, credit the proceeds to the suspense or budget clearing account. That account is charged and the appropriation account is credited when the obligation is subsequently incurred. Support the voucher with evidence that the credit is applicable to the obligation incurred for the replacement property.

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a. Review proceeds from sale of personal property deposited to suspense or budget clearing accounts at least quarterly. If the sales proceeds are not available for obligation, or are not to be applied to replacement purchases, transfer them to miscellaneous receipts.

→ 3. Proceeds Received for Working Capital Fund Items. If the sales proceeds received are for items that fall within the scope of the Working Capital Fund, credit those proceeds as income to the Working Capital Fund. ←

E. Collections for Juror and Witness Fees. Deposit juror and witness fees collected by the Bureau to the credit of the appropriation or fund in the Treasury from which the employees were paid.

F. Unidentified Collections. Deposit collections which cannot be identified for credit to the proper accounts in the Bureau's suspense account.

.25 Types of Collections. Collections include amount received for services or value received, such as filing fees, rentals, or the sale of products. Receipts are issued for all collections. (See Appendix 6.) The Bureau also processes collections not related to revenue producing activities, such as payroll deductions for retirement, life insurance, etc. Specific types of collections are explained in the following subsections:

→ A. State-Selected Lands (P.L. 86-786). Only first years' rentals and bonus bids are collected on State-Selected lands for mineral leasing. These receipts are deposited to the suspense account and transferred to Minerals Management Service on a SF-1081 for distribution. ←

B. Unearned Collections. Receipts covering advance rentals, declining deposit accounts, and other payments which are not deposited directly to a receipt account, are deposited to Account 14X6800, Unearned Monies, Bureau of Land Management, pending transfer to an earned status or refund to the applicant. Support collections by Form 1370-41, Receipt and Accounting Advice (see Illustration 2), or other approved receipt form, and report to the SCD (D-510) on a Collection Data Sheet (in total by Deposit Ticket).

1. Unearned Account. The "Unearned" file copy of Form 1370-41 (or other approved form) is filed numerically, by receipt number in loose-leaf binders. Collectively, these binder constitute the "Unearned Account".

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2. Volume Control. Prepare Form 1370-12, Unearned Collections Volume Control (Illustration 16) and file with each binder or volume of unearned collections. When items are deposited/transferred into the Unearned Account, or transferred/refunded out of the Unearned Account, record the document reference and/or receipt numbers on the appropriate volume control form. This form serves as an audit trail for all items added to or removed from the Unearned Account. (See Manual 1374 for refund or transfer procedures.)

3. Reconciliation. Service Center personnel furnish each office a machine analysis of the Unearned and Suspense Accounts monthly. The analysis shows the balance in the account at the beginning of the accounting period, transactions affecting the amount, and the balance at the end of the accounting period. Field officials are responsible for reconciling the balances and transactions shown on the Analysis of Unearned and Suspense Accounts with the transactions and total of balances recorded on Form 1370-12 monthly. The Analysis of Unearned and Suspense Accounts is noted to show the date of reconciliation, differences or reconciling items, and the initials of the employee who made the reconciliation. Individual items in the Unearned Account must be balanced with Form 1370-12, Unearned Collections Volume Control, quarterly, by preparing an identified adding machine tape. Identified tapes are dated, initialed, and retained for audit purposes.

4. Reports. Submit an aging analysis of items in the Unearned Account annually (see .5). The employee responsible for the analysis must review old items and refer those cases needing followup to the appropriate supervisor.

C. Suspense Collections. Deposit amounts which cannot be definitely identified for credit to proper accounts at the time received to suspense account 14X6875 or budget clearing account 14F3875. Transfer such collections to the appropriate accounts or refund them when identified. Generally, items which are revenue to the U.S. Government and can be transferred within a short period of time are deposited to the budget clearing (F) account; items which are not revenue to the U.S. Government or must be held for a longer period are deposited to no-year (X) suspense account. Support collections by Form 1370-41, Receipt and Accounting Advice, or other approved forms, and report to the SC (D-510) on a Collection Data Sheet (in total by Deposit Ticket).

1. Control. When the volume of suspense collections is large, use control Form 1370-12 in the same manner as for the Unearned Account.

2. Reconciliation. Reconcile balances in the Suspense Account with the analysis of Unearned and Suspense Accounts furnished by the SC monthly, and with identified adding machine tapes of the detail in the account quarterly, in the same manner as prescribed for the Unearned Account. (See .25B.)

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a. Review proceeds from sale of personal property deposited to suspense or budget clearing accounts at least quarterly. If the sales proceeds are not available for obligation, or are not to be applied to replacement purchases, transfer them to miscellaneous receipts.

→ 3. Proceeds Received for Working Capital Fund Items. If the sales proceeds received are for items that fall within the scope of the Working Capital Fund, credit those proceeds as income to the Working Capital Fund. ←

E. Collections for Juror and Witness Fees. Deposit juror and witness fees collected by the Bureau to the credit of the appropriation or fund in the Treasury from which the employees were paid.

F. Unidentified Collections. Deposit collections which cannot be identified for credit to the proper accounts in the Bureau's suspense account.

.25 Types of Collections. Collections include amount received for services or value received, such as filing fees, rentals, or the sale of products. Receipts are issued for all collections. (See Appendix 6.) The Bureau also processes collections not related to revenue producing activities, such as payroll deductions for retirement, life insurance, etc. Specific types of collections are explained in the following subsections:

→ A. State-Selected Lands (P.L. 86-786). Only first years' rentals and bonus bids are collected on State-Selected lands for mineral leasing. These receipts are deposited to the suspense account and transferred to Minerals Management Service on a SF-1081 for distribution. ←

B. Unearned Collections. Receipts covering advance rentals, declining deposit accounts, and other payments which are not deposited directly to a receipt account, are deposited to Account 14X6800, Unearned Monies, Bureau of Land Management, pending transfer to an earned status or refund to the applicant. Support collections by Form 1370-41, Receipt and Accounting Advice (see Illustration 2), or other approved receipt form, and report to the SCD (D-510) on a Collection Data Sheet (in total by Deposit Ticket).

1. Unearned Account. The "Unearned" file copy of Form 1370-41 (or other approved form) is filed numerically, by receipt number in loose-leaf binders. Collectively, these binder constitute the "Unearned Account".



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2. Volume Control. Prepare Form 1370-12, Unearned Collections Volume Control (Illustration 16) and file with each binder or volume of unearned collections. When items are deposited/transferred into the Unearned Account, or transferred/refunded out of the Unearned Account, record the document reference and/or receipt numbers on the appropriate volume control form. This form serves as an audit trail for all items added to or removed from the Unearned Account. (See Manual 1374 for refund or transfer procedures.)

3. Reconciliation. Service Center personnel furnish each office a machine analysis of the Unearned and Suspense Accounts monthly. The analysis shows the balance in the account at the beginning of the accounting period, transactions affecting the amount, and the balance at the end of the accounting period. Field officials are responsible for reconciling the balances and transactions shown on the Analysis of Unearned and Suspense Accounts with the transactions and total of balances recorded on Form 1370-12 monthly. The Analysis of Unearned and Suspense Accounts is noted to show the date of reconciliation, differences or reconciling items, and the initials of the employee who made the reconciliation. Individual items in the Unearned Account must be balanced with Form 1370-12, Unearned Collections Volume Control, quarterly, by preparing an identified adding machine tape. Identified tapes are dated, initialed, and retained for audit purposes.

4. Reports. Submit an aging analysis of items in the Unearned Account annually (see .5). The employee responsible for the analysis must review old items and refer those cases needing followup to the appropriate supervisor.

C. Suspense Collections. Deposit amounts which cannot be definitely identified for credit to proper accounts at the time received to suspense account 14X6875 or budget clearing account 14F3875. Transfer such collections to the appropriate accounts or refund them when identified. Generally, items which are revenue to the U.S. Government and can be transferred within a short period of time are deposited to the budget clearing (F) account; items which are not revenue to the U.S. Government or must be held for a longer period are deposited to no-year (X) suspense account. Support collections by Form 1370-41, Receipt and Accounting Advice, or other approved forms, and report to the SC (D-510) on a Collection Data Sheet (in total by Deposit Ticket).

1. Control. When the volume of suspense collections is large, use control Form 1370-12 in the same manner as for the Unearned Account.

2. Reconciliation. Reconcile balances in the Suspense Account with the analysis of Unearned and Suspense Accounts furnished by the SC monthly, and with identified adding machine tapes of the detail in the account quarterly, in the same manner as prescribed for the Unearned Account. (See .25B.)

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3. Reports. Prepare an age analysis of items in the Suspense Account and process in the same manner as prescribed for the Unearned Account. (See .5.)

D. Performance and Compliance Bonds. Deposit cash performance and compliance bonds to Account 14X6875, Suspense, pending disposition of the permit or contract for which the bond was furnished. Final disposition depends on the type of contract or permit, whether the bond is forfeited or contributed, the contract provisions or regulations which established the required payment, etc. Forward negotiable bonds with interest accruing to the SC for deposit with the Federal Reserve. Secure other bonds in the Field Office. Consider each deposit or forfeiture separately as indicated by the following examples of differing.

1. Construction Contract. Manual 1512 provides that performance bonds on construction contracts be available to offset excess costs incurred in securing another contract. Actual availability may depend on the type and extent of work needed, whether the work will be accomplished by contract or force account, and whether the work will be started in the current fiscal year. Deposit forfeited amounts which are not used for the purpose specified, or which exceed actual expenditures, to miscellaneous receipts.

2. Surface Protection.

a. Forfeited bonds or deposits on placer mining operations are available for restoring the surface of the claim involved, and any monies in excess of the amount needed for the restoration of the particular claim are refunded.

b. Permits or contracts for the disposal of materials in common-use areas or community pits require the payment of a reasonable contribution, as determined by the authorized officer, to defray the cost of reclamation of the lands. The total amount of the contribution is available for BLM use. (See .25N for detailed accounting procedures.)

c. A performance bond or deposit to cover the cost of reclamation must be furnished to obtain a permit, lease or contract (other than community pits) for exploring, testing, or prospecting for minerals (other than oil and gas) under the mineral leasing acts or the Materials Act. Individual determinations are necessary as in the case of construction contracts to determine how these forfeitures are handled. (See 43 CFR Part 23.)

3. Timber Sales. Monies received because of the forfeiture of a bond or deposit by a timber purchaser or permittee who does not fulfill the contract, or comply with the regulations, are available for work which is necessary because of the forfeiture. (See .25L for detailed accounting procedures and also see 43 U.S.C. 1382.)

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E. Protective Oil and Gas Leases. 40 OP. Attorney General 41 authorizes the Bureau to lease for oil and gas any Federal lands under the jurisdiction of the Department when the lands in question are subject to drainage or where drainage is threatened. Such lands are leased only with the consent of the administering agency and upon recommendation of the U.S. Geological Survey. Leases are by competitive sales and sealed bids only. Deposit rents and bonuses from leases issued under this authority to account 141811, Rents and Bonuses from Land Leases for Resource Exploration and Extraction.

F. Processing Simultaneous Oil and Gas (SOG) Filings. Use the special procedures prescribed in Appendix 3 for controlling Simultaneous Oil and Gas lease applications and remittances. This is necessary because of the heavy volume of filings received within a short period of time, and the need to process the filings without a loss of control. All SOG drawings are decentralized in the Wyoming State Office. (See Illustration 24.)

G. Contributions - General. P.L. 94-579 (see 43 U.S.C. 1737) authorizes accepting contributions or donations of money, services, and real, personal, or mixed property for the improvement, management, use, and protection of the public lands and their resources, including the acquisition of rights-of-way for such purposes. It also authorizes accepting contributions for cadastral surveying performed on federally controlled or intermingled lands. Deposit monies received to 14X8069.1, Contributions for Administration, Protection, and Improvement of Grazing Lands, BLM, except deposit contributions for cadastral surveys to 14X8069.2, Deposits, Public Survey Work. Contributions are appropriated and made available until expended for payment of expenses incident to the administration of the function toward which the contributions were made and for refunds to contributors in specific instances, if the contributions exceed their share of the cost.

H. Contributions - Range Improvements - General. 43 U.S.C. 315h authorizes accepting contributions toward the administration, protection, and improvement of lands within or without the exterior boundaries of a grazing district. Deposit all monies received to 14X8069.1; they are appropriated and made available until expended for payment of expenses incident to the administration, protection, and improvement of the lands and their resources and for refunds to contributors in specific cases, if the amounts contributed exceed their share of the costs.

I. Contributions - Range Improvements - Advisory Board Funds. Funds contributed to the Bureau by Advisory Boards must be recorded immediately and deposited into Account 14X8069.1. Bureau employees may not accept responsibility for Advisory Board funds which are not contributed to the Bureau and deposited into the Treasury. When cooperative agreements specify that Advisory Board funds will remain in the control of and be disbursed by an Advisory Board Representative, the representative must not be a Bureau employee, nor may a Bureau employee have access to such funds.

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J. Road Maintenance Fees. Users of BLM roads are required to maintain the roads in a satisfactory condition in accordance with requirements included in BLM contracts. Maintenance is shared by the users in proportion to their use; however, if maintenance cannot be provided by the users, they must deposit amounts with the Bureau sufficient for BLM to provide the necessary maintenance. Payments to the Bureau for road maintenance are deposited to account 14X5018, Service Charges, Deposits and Forfeitures, BLM, and deposits are available until expended to cover the cost of such maintenance.

K. Forest Development Fees. Purchasers of BLM timber sales may be required to perform such forest development activities as site preparation (e.g., slash disposal, scarification, etc.) and reforestation. If the purchaser chooses not to complete these activities, they must deposit amounts with the Bureau for forest development to account 14X5017.2, Service Charges, Deposits and Forfeitures, BLM. Deposits are available until expended to cover the cost of such forest development. (See FLPMA, Sec. 502 (c).)

L. Timber Sale Collections. Deposit receipts from Public Domain lands to 145881, Sale of Public Lands and Materials, receipts from O. and C. lands to 145882, Oregon and California Land Grant Fund, and receipts from CBWR lands to 145897, Coos Bay Wagon Road Fund.

1. Contracts Under \$500. For timber sale contracts under \$500, the full amount must be paid prior to or at the time the authorized officer signs the contract. Report the sale and advance payments to the SC (D-510) on a Collection Data Sheet, Form 1370-35, at the time of collection. Ledger Cards, Form 1370-26, are not required for sales under \$500 when full payment is made in advance. Execute the contract on Form 5450-5, Vegetative or Mineral Material Negotiated Sales Contract.

2. Contract Over \$500. For sales of \$500 or more, installment payments are permissible. The first installment must be paid prior to or at the time the contract is signed by the authorized officer. Subsequent payments are due prior to cutting or removing the material sold. The unpaid balance on a timber sale represents deferred revenue from unmatured timber sale contracts. Unmatured timber sales must be reported to the SC (D-510) by the method explained below.

a. When a timber sale is approved, prepare Form 1370-26, Ledger Card, and post the total amount of the sale in the contract balance column of the Ledger Card. (See Illustration 3.) ←

(1) Prepare Form 1370-35, Collection Data Sheet, for the total amount of the contract. Forward billing copy to SCD (D-510) and destroy the collection copy. Code contract awards as Transaction Code (TC) 93. (See Manual 1684.) ←

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→ (2) For the first installment, issue Form 1371-22, Bill for Collection, and deposit payments directly to the appropriate receipt account; do not hold payment in the Suspense Account. ←

(a) Post the bill when issued as a debit, and the collection when received as a credit, to the Accounts Receivable column on the Ledger Card. Decrease the contract balance by the amount of the collection.

→ (b) Prepare a Collection Data Sheet, complete the billing and collection copies, and forward to SCD (D-510). Code billing to TC 16 and collection to TC 30. (See Manual 1684.) ←

→ (3) When installment payments become due based on a cutting report, issue Form 1371-22 and 1370-35; submit billing copy of each to SC (D-510); and record billing on the Ledger Card. ←

(a) When payment is received, complete collection copy of Form 1370-35 and forward to SCD (D-510). Enter collection on the Ledger Card and decrease the contract balance by the amount paid.

→ (4) When installment payments are received prior to billings, issue Form 1371-22, at the time of payment. Prepare and forward the billing and collection copies of Collection Data Sheet, Form 1370-35, to SC (D-510), and post the bill and collection on the Ledger Card, Form 1370-26. ←

M. Timber Forfeitures and Trespass Deposits.

1. Receipts. Deposit collections from timber forfeitures and trespass to account 14X5017.2, Service Charges, Deposits, and Forfeitures, BLM. Collections include:

a. Monies received as the result of the forfeitures of a bond or deposit by a timber purchaser or permittee who does not fulfill the requirements of the contract or comply with the regulations.

b. Any monies received as a compromise or settlement of any claim, whether in tort or contract, involving present or potential damage to timberlands, i.e., timber trespass.

→ 2. Availability of Funds. Public Law 94-579, 43 U.S.C. 1735, provides that funds received as a result of forfeiture or trespass are available until expended, to cover the cost of any forest improvement, protection, or rehabilitation work rendered necessary by the action which led to the forfeiture, compromise, or settlement. ←

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a. Rehabilitation work on damaged forest lands may be necessary before the trespasser has been identified or the full amount of damage has been determined and/or collected. Funds deposited to account 14X5017.2 may be used to repair any forest land damaged by trespass or failure to comply with the regulations, irrespective of the identification of the particular trespasser or the amount deposited for a specific case, except as follows:

(1) Expend funds collected by a State for improvements, protection, or rehabilitation work on forest lands within the State in which collected.

(2) Expend monies collected in connection with lands administered under the O. and C. Act for the benefit of such lands.

(3) Refund any portion of a forfeited bond deposit or trespass collection which is found to be in excess of the cost of doing the work authorized under this Act. This may be done upon application or at the discretion of the State Director.

(4) Code collections and expenditures to 14X5017.2, Service Charges, Deposits, and Forfeitures (available year code 41) subactivity 5210, Expenses, Repair of Lands and Facilities (O&C) or 5320, Expenses, Repair of Lands and Facilities (PL).

b. Collections received for subactivities 5310 and 5320 are reflected in the monthly cost reports of the State Director (910). Costs incurred will be reflected in the specific office reporting the expenditure with no collection amount. State level reports will show a summary of collections and expenditures and the statewide status of funds for these subactivities.

N. Exploration and Surface Mining, Site Rehabilitation. Collections represent contributions to defray the cost of the reclamation of lands in connection with permits and contracts for the disposal of materials in common-use areas or community pits. Control contributions in the same manner as timber forfeiture and trespass deposits, i.e., funds are available until expended for site rehabilitation within the State in which collected; O. and C. and CBWR collections must be expended on O. and C. and CBWR lands; and funds not needed for site rehabilitation may be refunded upon application or at the discretion of the State Director. Code collections and expenditures to 14X5017.2 (available year code 41), and subactivity 5310, Expenses, Repair of Lands and Facilities (O. & C.) or 5320, Expenses, Repair of Lands and Facilities (PL).

O. Petition Applications. General procedures for processing petition applications are contained in Manual Section 2450 and 2451. For specific procedures pertaining to the sale of isolated tracts, special land-use permits, applications for recreation and public purposes, etc., see the appropriate Manual Sections. ~~Deposit advance payments and filing fees submitted with petition applications to the Unearned Account, 14X6800.~~

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→ P. Daily Recreation Use Fees. The Bureau is authorized to collect daily recreation "use fees" for the "use of sites, facilities, equipment, or services furnished at Federal expense." BLM is not authorized to charge entrance or admission fees. ←

1. Use of Permit Fee Envelope. Form 1370-36, Permit Fee Envelope (See Illustration 5) is prescribed as a permit for use of the facility and a receipt for payment. Furnish the stub section of the permit to the payee, and submit the envelope section to the collection officer to support the Deposit Ticket.

2. Collections. Post the rates charged, instructions for computing amounts owed to the Government, and procedures concerning Golden Age Passports at each collection site. Pick up collections from remote sites daily, if possible, and turn in to the accountable officer promptly to ensure proper control and deposit. If persons making collections are not returning to their home offices immediately, they should convert cash collections to bank or postal money orders and mail with other collections (checks) and Forms 1370-36 to the accountable office daily.

3. Deposit Account. Deposit funds collected 145005.4, Land and Water Conservation Fund (LWCF), Special Recreation Use Fees.

Q. Fees for Recreation Use at Areas Other than Developed Sites. The Bureau issues special recreation use permits for commercial and noncommercial recreation uses such as group activities and organized recreation events. Deposit filing fees to 140850, Registration and Filing Fees; deposit use fees to 145005.4, LWCF, Special Recreation Use Fees, except fees from O. and C. and CBWR lands which are deposited to O. and C. and CBWR Grant Funds, as required by the subject acts.

R. Concession Contracts. Deposit receipts from concession contracts for recreation or associated uses to 145005.4, LWCF, Special Recreation Use Fees.

S. Installment Accounts Receivable (Other than Timber Sales). When a delinquent account is due and the debtor arranges to settle the account by installment payments, process as follows:

1. Note the Case Folder Copy of the Bill and the copy retained in the Accounts Receivable file to show that installment payments have been approved. Also, note any terms or conditions on the copies of the bill, such as the number of payments to be made, the amount of each payment, the date payments will be made, etc.

→ 2. Process Copies of Form 1371-22, Bill For Collection when the first payment is received, as in Manual 1371. Retain one copy in the Accounts Receivable file, and place an extra or machine copy in the case file. ←

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3. Prepare Form 1370-10, Payment Statement (Illustration 6) when each additional payment is received, showing the amount of the payment received and the remaining balance due. Do not increase Accounts Receivable. Attach copy of Form 1370-10 to the case folder copy of the bill in the Accounts Receivable file, and place an extra or machine copy of Form 1370-10 in the case file.

T. Grazing Receipts. Grazing collections include fees for Section 3 (Taylor Grazing Act) permits for grazing use inside established grazing districts, Section 15 (Taylor Grazing Act), leases for grazing outside of grazing districts, crossing or trailing permits, and trespass. Grazing collections which are controlled and processed under the Range Management Automated System (RMAS) and procedures for processing other than RMAS collections are explained in Manual 1371.32.

U. Bid Bond Deposits. Personal or other negotiable checks for bid bonds received with a contractor's bid are not deposited. Enter negotiable bid bonds on the Bid Bond Control Register, Form 1370-31 (Illustration 8). When the contract is awarded, return checks to unsuccessful bidders in the form received and deposit the bond of the successful bidder. Note the Bid Bond Control Register to show if the remittances were returned or deposited.

V. Airport Leases. Annual rental payments of not less than \$10 per annum must be paid in advance of the anniversary date and the report of gross receipts must be filed within 90 days after the anniversary date. Deposit rental payments to account 143220, General Proprietary Receipt Account.

W. Copy Fees. Copy Fees are amounts received for either photocopy or reprographic copies of documents. Items such as official records, leases, plat books, serial register pages, diagrams, cadastral surveys, administrative documents, etc., are examples of documents that qualify for copy fees. Credit sales are only allowed to other Federal agencies, State, and local Governments. Complete Form 1370-44, Copy Work Request, or other authorized receipt for each transaction. (See Illustration 21.) Appendix 4 contains specific instructions for processing copy fees.

.26 Overpayments. Remittances from \$.01 to \$.99 in excess of the amount due are treated the same as the amount due; they are deposited and no credit is established. When the remittance is \$1.00 or more in excess of the amount due, deposit the overpayment to the Suspense Account. The overpayment may not be treated as earned revenue.

A. Amounts Billed; Accounts Receivable.

1. Prepare Form 1370-10, Payment Statement, for the amount of the remittance in excess of the amount due. (See Illustration 6.)



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2. Remove the Collection Data Sheet from the accounts receivable file, enter the amount paid when the overpayment is under \$1.00, enter the amount billed when the overpayment is \$1.00 or more, and transmit the collection copy to the SCD (D-510).

3. Prepare Form 1370-35, Collection Data Sheet (CDS), when the overpayment is less than \$1.00 and transmit the Billing Copy to the SCD (D-510) to increase the accounts receivable by the amount of the overpayment. Destroy the Collection Copy.

4. Show as a Deposit to the Suspense Account when the overpayment is \$1.00 or more. File the fourth copy of the Form 1370-10 (with a copy of the bill or receipt) in the suspense file until the amount is earned or refunded.

B. Amounts Billed; Not included in Accounts Receivable.

1. Prepare Form 1370-10 as in .26A1.

2. Deposit the Total Collection to the appropriate receipt account when the overpayment is under \$1.00, and report the total payment on a Form 1370-38, Grazing Bill (System Control Copy), or a Collection Data Sheet, as appropriate.

3. Prepare a Collection Data Sheet when the overpayment is \$1.00 or more, and show the amount of the overpayment as a deposit to the Suspense Account.

C. Unbilled Amounts; Revenue.

→ 1. Prepare Form 1371-22, Bill For Collection, or Form 1370-38, Grazing Bill, as appropriate, for the amount due; ←

→ 2. Proceed as in .26A1, when Form 1371-22 is used. ←

3. Proceed as in .26A2, when Form 1370-38 is used.

D. Amounts Pertaining to Suspense or Unearned Accounts.

1. Prepare Form 1370-41, Receipt and Accounting Advice, for the amount received, including the overpayment.

2. Transfer the Total Amount, after final adjudication, to the account specified on the accounting advice when the overpayment is less than \$1.00. When the overpayment is \$1.00 or more, refund or apply the amount to another debt as indicated on the accounting advice.

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E. Amounts Credited to Another Agency Account.

1. Process the Amount Due as in .26A1, 2, or 3.
2. Deposit the Overpayment to the Suspense Account.

F. Refund and Application. Overpayments may be refunded 30 days after receipt. Overpayments of \$1.00 or more must be refunded or applied to another debt within 90 days after receipt. Overpayments under \$1.00 are treated the same as the amount due, but may be refunded upon request from the remitter.

.27 Underpayments.A. First Year Rental - Noncompetitive Oil and Gas Lease Offer.

1. Payment Deficient by More than 10 Percent. When the payment is deficient by more than 10 percent, the Authorized Officer may reject the offer and direct return of the payment in the form received (43 CFR 3103.3-1). When not returned immediately or when in currency, deposit the remittance in the Suspense Account and make the refund by issuing a check.

2. Payment Deficient by 10 Percent or Less. When the payment is deficient by 10 percent or less, deposit the remittance to the Unearned Account, 14X6800, pending adjudication. If the offer is accepted, the Authorized Officer must issue the lease, Form 1370-10, Payment Statement, and a decision calling for payment within 30 days from receipt of the notice. When payment is received, transfer the deficient payment from 14X6800 to the earned receipt account and deposit the additional payment to the same account.

B. Multiple Leases. If a deficient payment is for several leases or permits, and the shortage cannot be related to a specific item, apply the payment to the leases in the order in which they are listed by the remitter or the order in which billed.

C. Other Applications. If the regulations do not provide that an application will not be accepted, advise the applicant of the additional amount due using Form 1370-10, Payment Statement. Do not increase Accounts Receivable. Prepare Form 1370-41, Receipt/Accounting Advice, and deposit the underpayment to the Unearned Account, 14X6800. Upon receipt of the additional amount, prepare a separate Form 1370-41, cross-reference, and deposit to the Unearned Account. If the lease or permit is issued, transfer both payments to the earned receipt account. If the additional amount is not submitted, or if the application is rejected, refund the total amount remitted.

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→ D. Grazing Fees. If the underpayment pertains to a grazing billing notice issued on Form 1370-37, Billing Notice, or 1370-38, Manual Grazing Bill, deposit the payment to the earned receipt account. If the amount of the underpayment is less than one dollar, treat the collection as if it were payment in full. If the underpayment is one dollar or more, process as follows: ←

1. Advance Billing. When the grazing bill is issued as an advance notice, note the amount paid on all parts of the bill and prepare Form 1370-10, Payment Statement, for the additional amount due. Advise the permittee or lessee that the balance must be paid prior to the first grazing period.

a. Distribute Form 1370-10 as shown in Illustration 6. Use the Collection Voucher part of the bill to support the Deposit Ticket.

b. Submit the Billing Notice Copy of Form 1370-37, or the System Control part of Form 1370-38 with the Deposit Ticket, to the Service Center Director, (D-510); do not report as an account receivable.

c. If the payment of the additional amount is not received prior to the due date, refer the case to the Authorized Officer for deposition.

2. Actual Use Billing. When the grazing bill is issued for actual use under an allotment management plan, or any other true accounts receivable for grazing fees, prepare Form 1370-10, Payment Statement, and advise the permittee or lessee, or any violators in the case of unauthorized grazing use, that the balance must be paid within 15 days from the receipt of the Form 1370-10.

a. Distribute copies of Form 1370-10 as shown on Illustration 6. Note the amount paid on all parts of the grazing bill and Collection Data Sheet (if required).

b. Submit collection copy of Collection Data Sheet to Service Center Director (D-512) with the Billing Notice Copy of Form 1370-37, or System Control part of Form 1370-38 and Deposit Ticket. Use the Collection Voucher part of the bill to support the Deposit Ticket.

c. When payment of the additional amount is received, submit a copy of the Billing Notice Copy of the bill for this amount only for RMAS collections, or a new CDS for other than RMAS collections. For other than RMAS collection, show the number of the original grazing bill on the new CDS. Use the duplicate copy of Form 1370-10 to support the Deposit Ticket.

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→ E. Other Courtesy Notices. Deposit underpayments to the unearned receipt account and process the payment statement, fee notice, and Collection Data Sheet as in .27D1. If payment is not received by the due date, refer the case to the Authorized Officer for possible cancellation or trespass action. ←

→ F. Other Accounts Receivable. Deposit underpayment to the earned receipt account and process the payment statement, bill form, and Collection Data Sheet as in .27D2. If payment is not received before the due date, advise the Authorized Officer, and process the bill as a delinquent account receivable. (See Manual 1375.) ←

.28 Uncollectible Checks. Remittances deposited in a designated depository, Federal Reserve Bank, or the Cash Division of the United States Treasury which are not paid upon presentation to the drawees, are returned to the Bureau by the Treasury Department as "uncollectible."

A. Loss of Rights, Privileges, or Preferences. Whatever the reason for nonpayment of a remittance, it does not constitute payment of the item for which it was presented. In many cases, the nonpayment may result in automatic cancellation or termination of rights, privileges, or preferences.

B. Return of Remittance to Bureau. When a check is returned unpaid to the depository, the depository prepares Standard Form 5515, Debit Voucher. (See Illustration 17.) The depository forwards the Original to Treasury. The Memorandum Copy and the Confirmed Copy are forwarded to the office that made the deposit if the deposit was not made at a Federal Reserve Bank, and to the SC Director (D-510) if the deposit was made at a Federal Reserve Bank. The depository retains the Depository Copy. The SC Director (D-510) will forward the copies received by the SC Director to the office that made the deposit. The depositing office will enter the fund symbol on both copies immediately to the left of the words "Debit Voucher." Retain the Memorandum Copy and forward the Confirmed Copy to the SC Director (D-510) with a Collection Data Sheet, Form 1370-35.

C. Reporting Debit Vouchers. Prepare a Collection Data Sheet to reverse the collection. Show the following:

1. Name of drawer.
2. State and Office.
3. Document Date and Type (type DV).
4. Document Number. (Use sequential number on Form TUS 5504.)

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5. Transaction Code (same code used for collection).
6. Fund Symbol, Geographic Location, Cost Structure, etc. (same as used for collection).
7. Amount. (Show amount in brackets.)

D. Redeposit of Remittances. Do not redeposit remittances unless they are for services rendered as described in .28F. When they are for services rendered, make a new SF-215, a new Form 1370-35, and redeposit one time only as if it were a new check received.

E. Remittance Inquiry. Prepare a Remittance Inquiry, Form 1370-9 (see Illustration 18), to request a replacement remittance, if the remitter is allowed to make good the payment and if the action in .28C above resulted in an Accounts Receivable.

F. Services Rendered. When services have already been furnished, or the remitter has a liability to the Bureau, issue a bill for the amount due if the action in .28C above did not result in an Account Receivable. If it did result in an Account Receivable, issue a Remittance Inquiry. Cancel applications pertaining to the uncollectible check unless timely settlement is made. Offset uncollectible checks submitted to the Bureau for nonreturnable filing fees (or any true liability) against any collectible remittance submitted by the same applicant or lessee for any future filings.

G. Return of Uncollectible Checks. When an uncollectible check restores or creates a new account due the Bureau, do not return the uncollectible check to the remitter until proper settlement has been made. When the uncollectible check results in the cancellation of an application, lease, etc., and no debt is due the Bureau, or when settlement has been made, then, return the check to the remitter.

H. Unearned or Suspense Accounts. When part or all of any uncollectible check was deposited to the Unearned or Suspense Accounts, remove Form 1370-41, Receipt and Accounting Advice, from the file and attach as support to the related Form TUS 5504, Debit Voucher. When the amount has been removed from the Unearned or Suspense Account, complete the Debit Voucher to show the amounts and receipt symbols to which the collection was transferred or deposited. Prepare a separate Collection Data Sheet to reverse the transfer from the Unearned or Suspense Account.

I. Amounts Previously Billed. If the default or termination date has not been reached, prepare a Remittance Inquiry and/or Advice, Form 1370-9, requesting payment of the amount due.

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1. True Accounts Receivable. If settlement has not been made by the due date and the amount is a true Accounts Receivable, issue a default notice as a demand for payment. Refer the case to adjudication or to the Authorized Officer for possible cancellation and process the amount due as a delinquent account. (See Manual 1375.)

2. Not a True Accounts Receivable. If settlement has not been made by the due date and the account is not a true accounts receivable, refer the case as in .2811 for termination of the lease or permit.

J. Copy Fees. When an uncollectible check is for copies of records that have not been furnished, prepare a Form 1370-9, and cancel the order until settlement is made. If copies have been furnished, issue Form 1371-22, and retain the check until settlement is made.

K. Other Land Applications. If an uncollectible check is received for other land applications, consider them as filed, but do not process until settlement is made. Give the applicant a set period of time in which to pay the fee. If it is not paid within the time limit, reject the application. Offset uncollectible checks for filing fees against other payments submitted by the same applicant.

L. Oil and Gas Lease Applications. When an uncollectible check is received for the filing fee, reject the application. In the case of simultaneous filings, do not include the application in the drawing, or reject it if discovered after drawing.

.29 Other Collections.

A. Unidentified Collections. Deposit remittances which cannot be identified after 3 days to the Suspense Account. Forward a Form 1370-9 to the remitter to determine the purpose of the remittance.

B. Collections by Other Agencies for the Bureau of Land Management.

1. Department of Justice. The Department of Justice collects amounts due the Bureau for which legal proceedings have been instituted by the Department of Justice. The Department of Justice sends these collections to the Bureau for processing.

2. General Accounting Office. The General Accounting Office (GAO) collects amounts due the Bureau if collection efforts by the Bureau have been unsuccessful. The GAO may deposit amounts collected to the Bureau's accounts, transfer them to the Bureau for processing, or in the case of amounts legally repayable to appropriation accounts which have lapsed by operation of law, deposit them to the General Fund of the Treasury.

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→ 3. U.S. Forest Service (USFS). USFS collects and deposits receipts from O. and C. Lands to their accounts. Monthly, USFS prepares a SF-1081, Voucher and Schedule of Withdrawals and Credits, and transfers such receipts to 145882, Oregon and California Land Grant Fund. ←

C. Collections by BLM for Other Agencies. Do not make deposits for credit to another agency's accounts unless the total amount of the deposit is for credit to the other agency. Deposit collections which must be divided between BLM and another agency in accordance with .33B2.

1. Small Business Administration (SBA). The construction of access roads under the terms of timber sale contracts occasionally requires working capital in excess of that available to small business concerns in the timber industry. For this reason, a loan program has been initiated which provides that BLM timber purchasers who qualify as small business concerns may borrow funds through SBA to finance construction of the required timber access roads. BLM is responsible for billing and collecting installment payments on the loans.

a. Report collections on a Collection Data Sheet, Form 1370-35, and post to the timber sale Ledger Card, Form 1370-26 (Illustration 3). Date and process SBA loan payment collections immediately; the date on which payment is received by BLM is considered as the date payment is made.

→ b. Send a copy of Form 1371-22, Bill For Collection, or other documentation which shows the name of the borrower, loan number, amount of collection, and date of receipt with any deposits or transfers to the SBA. ←

→ 2. Other. BLM collects filing fees and advance rentals payments submitted with applications for various types of leases and permits on lands under the jurisdiction of other agencies but administered by BLM. Deposit filing fees to 140850, Registration and Filing Fees, and advance rentals to 14X6800, Unearned Account. ←

a. When leases or permits are issued, transfer advance and subsequent rental collections to the agency designated to receive such receipts. Transfer collections in accordance with existing laws, regulations, or written agreements.

D. Collections for Other Offices. When a collection for another BLM office is made, send the collection to the proper office. Use Collection Transmittal, Form 1370-8 (Illustration 19). Do not issue a receipt; the office to which the collection is sent must issue a receipt to the → remitter. Convert currency to a money order. ←

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.01 Purpose. This Manual Section prescribes procedures for documenting, controlling, and safeguarding all collections received by the Bureau.

.02 Objectives. The objectives are to ensure that collections are processed efficiently and uniformly and that adequate internal controls are maintained in all phases of the collection program.

.03 Authority.

- A. General Accounting Office Manual for Guidance of Federal Agencies.
- B. Treasury Fiscal Requirements Manual (TFRM).
- C. Department of the Interior Manual, Part 331, Cash Accountability, and Part 334, Collection of Debts.
- D. Other selected sources as cited herein. ←

→ .04 Responsibility. The Director and Associate Director are responsible for the overall collection program. This responsibility is exercised through the Assistant Director, Management Services, and the Deputy Assistant Director.

.05 References.

- A. Manual Section 1371. ←

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C. Separation of Duties. Divide the functions of receipting/validating, depositing, and reviewing collections between three employees whenever possible. If this is not possible because of staffing, divide the functions between two employees. The receipting and validating function may be done by one, and the depositing and review by the other. When the functions are divided between two employees, the review function must periodically be performed by a third person. One employee must never perform all functions.

1. Review. The reviewer must prepare the following:

- a. An adding machine tape of checks and currency and balance it to the machine totals;
- b. The Collection Data Sheet;
- c. An adding machine tape of the backup documents and balance it to the machine totals; and
- d. Prepare or verify the preparation of Form 1370-11, Cash Transactions Record.

D. Internal Review. A quarterly internal review of all collection activities by other than responsible collection officials is required by 331 DM 2.4.

1. Coverage. Examine the following:

- a. Collection Receipts - ensure all receipts are properly recorded and support Collection Data Sheets and deposit records;
- b. Safeguarding - ensure undeposited funds are adequately secured.
- c. Policies and Procedures - examine the procedures used in the collections process to determine if they comply with this Manual Section.
- d. Corrective Actions - ensure appropriate administrative actions are taken to correct deficiencies.

2. Reports. Make a written report of the internal review with recommendations on any corrective actions required to the State Director or office head administratively in charge of the collection activity. Provide a copy of the report to the Collection Officer for subsequent review by auditors from the Office of Inspector General during their regularly scheduled audits. Also submit a copy to the Director (820).

E. Irregularities, Losses, and Thefts. Immediately report any irregularity, loss, or theft involving collections in the same manner as those involving imprest funds. The head of the office in which the loss occurs must investigate the loss and report immediately to the Service Center Director (D- 510) and the Director (820 and 860) giving the extent of the internal review and any recommendations for a more comprehensive review or corrective actions required. Treasury Department does not need a copy of the report.

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.1 Collection Officers.

.11 Designation. Employees who regularly receive or process collections, or who open and process mail which includes collections, must be designated in writing as Collection Officers. When the designated employee no longer is responsible for collections, obtain a written revocation of the designation.

NOTE: It is not necessary to designate employees as Collection Officers who occasionally receive collections when it is not a part of their regular duties.

A. Designation or Revocation Requests. Send requests for collection officer designations or revocations to the Service Center Director (D-510) for approval.

B. Designation Notice. A notice of the official designation as Collection Officer, signed by the approving official, must be returned to the requesting office. The designated employee must sign the notice to certify they have been advised of their duties and responsibilities. File a copy of the signed and countersigned notice in the employee's official personnel folder (OPF).

C. Revocation Notice. A notice of revocation is returned to the requesting office. A copy of the notice must be countersigned by the employee (if possible) and a copy is filed in the employee's OPF.

D. Control Record. An official control record must be maintained by the Director (820) for the Headquarters Office and Eastern States Office, the Service Center Director (D-510) for Field Offices, and Field Office Managers for their respective offices. The files must contain copies of each designation, change, or revocation. (See Manual 1384, Illustration 1.)

.12 Collection Officer Responsibilities.

A. Recordkeeping. Place all collections under immediate accounting control by documenting the official accounting records the receipt, transfer, deposit, or return of each collection. Support each remittance received by a written record such as various types of receipts, transfer or return documents, bid registers and return lists, undeposited remittance registers, or batch control forms.

B. Safeguarding. Keep undeposited collections in a fireproof safe or file with adequate locking devices and with access limited to those designated employees with direct responsibilities for collections. Under no circumstances, hold collections in desk drawers or other inadequate containers where they are readily susceptible to theft. Use locked boxes to secure change-making funds. Only one cashier may use the same fund and locked box. If there is more than one cashier, secure a locked box and separate fund for each. Designate each as a primary change-making cashier.

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C. Personal Liability. Exercise the utmost diligence in faithfully recording, safeguarding, and depositing collections. Employees having collections in their custody are personally liable for loss or misuse and may be required to repay any deficiency unless granted relief in accordance with Manual 1385.75.

D. Penalties. The penalties imposed by law for improperly handling or using public moneys are severe. For example, one of the general provisions contained in 18 U.S.C. 648 states: "Whoever, being an officer or other person charged by any Act of Congress with the safekeeping of the public moneys, loans, uses, or converts to his own use, or deposits in any bank or exchanges for other funds, except as specifically allowed by law, any portion of the public moneys entrusted to him for safekeeping, is guilty of embezzlement of the money so loaned, used, converted, deposited, or exchanged, and shall be fined in a sum equal to the amount of moneys so embezzled or imprisoned not more than 10 years, or both...." Other provisions of law relating to the improper handling of public moneys are contained in 18 U.S.C. 643, 648, 649, 753, 654, 3487, and 3497.

E. Disciplinary Action. In addition to the statutory penalties applicable to misuse of public moneys, the Department will not condone any improper handling of these funds. Cashing personal checks with public moneys, temporarily using public funds or personal use without intent to embezzle, flagrantly displaying public moneys, or other actions that are of a questionable nature must be considered improper use of the funds and the employee involved must be subject to disciplinary action, including possible dismissal.

.13 Supervisory Responsibility.

A. Advice to Collection Officer(s). Assure Collection Officers are fully advised of their responsibilities, duties, and possible penalties.

B. Safe Combination and Keys.

1. Control and Access. Strictly control and limit access to the key or combination to the safe in which collections are held prior to deposit, to those with direct responsibility for collections.

2. Safe Combination. Change combinations on safes whenever there is a revocation of collection officer designation and once a year at a minimum.

3. Keys. Strictly control and account for keys to key-locking safes and cash boxes at all time.

4. Safekeeping. Place a copy of the combination or an extra set of keys to the safe and cash boxes in a sealed envelope and furnish to the office head (or designee) for safekeeping.

5. Room Security. Assure that the account room is secure and that access is limited to employees having business with accounts staff.



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.2 Classification. The general rule with respect to collections from sources outside the Government is that all moneys received for the use of the United States are deposited to the Treasury General Fund Receipts. Such money cannot be withdrawn except through Congressional appropriations. (See Table 1.)

.21 Repayments to Appropriation and Fund Accounts. Repayments to appropriation and fund accounts fall within two general classifications, i.e., reimbursements and refunds. Repayments must be authorized by law or appropriation regulations.

A. Reimbursements are repayments for commodities, work, or services, furnished, or to be furnished (usually under contracts or agreements) which by law may be credited to the appropriation or fund accounts that financed, or will finance, such items. Relate reimbursements to previously recorded expenditures; they are not corrections or adjustments of such expenditures.

B. Refunds are repayments for excess payments; credit refunds to the appropriation or fund account from which the excess payments were made. Unlike reimbursements, refunds must be directly related to previously recorded expenditures and represent reductions of such expenditures.

.22 General Fund Receipts. General fund receipt accounts are credited with all receipts which are not earmarked by law for a specific purpose. Treasury categorizes "miscellaneous receipts" by major classes, based on the principal sources of the receipts, and publishes an annual listing of classes entitled Federal Account Symbols and Titles. A copy of these listings is provided to each State Office and the Service Center.

.23 Special and Trust Fund Receipts. Account for all receipts for credit to special and trust funds under receipt symbols assigned by the Treasury Department. Classify receipts as available or nonavailable in accordance with the definition of such receipts contained in the Treasury Financial Manual.

A. Available Receipts are receipts of special or trust funds which pursuant to law or agreement are immediately available for expenditure in their entirety without further action by Congress.

B. Unavailable Receipts are receipts which at the time of collection are not appropriated and not immediately available for expenditure because further action by Congress is required, Congressional limitation is established, or amounts must be cleared to other receipt accounts before appropriation warrant action is taken.

.24 Other Classes of Collections.

A. Collections by Voucher Deduction. Various types of collections are made by voucher deductions under procedures prescribed by the Treasury Department. These include Federal Insurance Contributions Act Taxes; Federal, State, and city income taxes; travel advances; claim settlements; and contractor refunds of advances or overpayments.

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B. Collections for Other Agencies. Deposit collections for another agency to the accounts of the agency to which the collections belong, unless otherwise authorized by law. The agency making the collections is responsible for providing adequate safeguards until the collections are either delivered to the agency to which they belong, or deposited into the Treasury. Collections deposited into the Treasury may be credited directly to the accounts of the agency for which the collections were received or subsequently transferred by check or SF-1081, Voucher and Schedule of Withdrawals and Credits.

C. Collections for Unofficial Use of Government Facilities in Emergencies. Do not allow the unofficial use of Government facilities except in emergencies. An emergency exists when immediate but unofficial action is required by a Government officer or employee, or a private citizen, and privately owned facilities are not available.

1. Definition of Facility. The term facility applies to various services such as telephone, teletype, office or storage space, equipment and furniture, leased property, or services used by Government, and transportation obtained with Government Transportation Requests or bills of lading.

2. Reporting Use. Report any emergency use of facilities and assure that the Government is reimbursed for the cost of such use and any excise or other Federal taxes imposed. If the Bureau is billed for unofficial use that has not been reported, it must immediately demand prompt payment for such use from the person concerned.

3. Disposition of Receipts. Use funds collected for the emergency use of Government facilities, with the exception of Federal taxes, to pay that portion of the contractor's bill resulting from the emergency use. Remit taxes to the Treasury Department.

D. Proceeds from Sales of Personal Property. Proceeds from the sale of personal property are available during the fiscal year in which the property is sold and for one year thereafter for obligation for the purchase of replacement property.

1. Proceeds Received After Obligation of Replacement Property. If the sales proceeds are received after an obligation for replacement property has been incurred, credit the proceeds as a direct reimbursement to the appropriation charged.

2. Proceeds Received Before Obligation of Replacement Property. If the sales proceeds are received before an obligation for replacement property is incurred, credit the proceeds to the suspense or budget clearing account. That account is charged and the appropriation account is credited when the obligation is subsequently incurred. Support the voucher with evidence that the credit is applicable to the obligation incurred for the replacement property.

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a. Review proceeds from sale of personal property deposited to suspense or budget clearing accounts at least quarterly. If the sales proceeds are not available for obligation, or are not to be applied to replacement purchases, transfer them to miscellaneous receipts.

→ 3. Proceeds Received for Working Capital Fund Items. If the sales proceeds received are for items that fall within the scope of the Working Capital Fund, credit those proceeds as income to the Working Capital Fund. ←

E. Collections for Juror and Witness Fees. Deposit juror and witness fees collected by the Bureau to the credit of the appropriation or fund in the Treasury from which the employees were paid.

F. Unidentified Collections. Deposit collections which cannot be identified for credit to the proper accounts in the Bureau's suspense account.

.25 Types of Collections. Collections include amount received for services or value received, such as filing fees, rentals, or the sale of products. Receipts are issued for all collections. (See Appendix 6.) The Bureau also processes collections not related to revenue producing activities, such as payroll deductions for retirement, life insurance, etc. Specific types of collections are explained in the following subsections:

→ A. State-Selected Lands (P.L. 86-786). Only first years' rentals and bonus bids are collected on State-Selected lands for mineral leasing. These receipts are deposited to the suspense account and transferred to Minerals Management Service on a SF-1081 for distribution. ←

B. Unearned Collections. Receipts covering advance rentals, declining deposit accounts, and other payments which are not deposited directly to a receipt account, are deposited to Account 14X6800, Unearned Monies, Bureau of Land Management, pending transfer to an earned status or refund to the applicant. Support collections by Form 1370-41, Receipt and Accounting Advice (see Illustration 2), or other approved receipt form, and report to the SCD (D-510) on a Collection Data Sheet (in total by Deposit Ticket).

1. Unearned Account. The "Unearned" file copy of Form 1370-41 (or other approved form) is filed numerically, by receipt number in loose-leaf binders. Collectively, these binder constitute the "Unearned Account".

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2. Volume Control. Prepare Form 1370-12, Unearned Collections Volume Control (Illustration 16) and file with each binder or volume of unearned collections. When items are deposited/transferred into the Unearned Account, or transferred/refunded out of the Unearned Account, record the document reference and/or receipt numbers on the appropriate volume control form. This form serves as an audit trail for all items added to or removed from the Unearned Account. (See Manual 1374 for refund or transfer procedures.)

3. Reconciliation. Service Center personnel furnish each office a machine analysis of the Unearned and Suspense Accounts monthly. The analysis shows the balance in the account at the beginning of the accounting period, transactions affecting the amount, and the balance at the end of the accounting period. Field officials are responsible for reconciling the balances and transactions shown on the Analysis of Unearned and Suspense Accounts with the transactions and total of balances recorded on Form 1370-12 monthly. The Analysis of Unearned and Suspense Accounts is noted to show the date of reconciliation, differences or reconciling items, and the initials of the employee who made the reconciliation. Individual items in the Unearned Account must be balanced with Form 1370-12, Unearned Collections Volume Control, quarterly, by preparing an identified adding machine tape. Identified tapes are dated, initialed, and retained for audit purposes.

4. Reports. Submit an aging analysis of items in the Unearned Account annually (see .5). The employee responsible for the analysis must review old items and refer those cases needing followup to the appropriate supervisor.

C. Suspense Collections. Deposit amounts which cannot be definitely identified for credit to proper accounts at the time received to suspense account 14X6875 or budget clearing account 14F3875. Transfer such collections to the appropriate accounts or refund them when identified. Generally, items which are revenue to the U.S. Government and can be transferred within a short period of time are deposited to the budget clearing (F) account; items which are not revenue to the U.S. Government or must be held for a longer period are deposited to no-year (X) suspense account. Support collections by Form 1370-41, Receipt and Accounting Advice, or other approved forms, and report to the SC (D-510) on a Collection Data Sheet (in total by Deposit Ticket).

1. Control. When the volume of suspense collections is large, use control Form 1370-12 in the same manner as for the Unearned Account.

2. Reconciliation. Reconcile balances in the Suspense Account with the analysis of Unearned and Suspense Accounts furnished by the SC monthly, and with identified adding machine tapes of the detail in the account quarterly, in the same manner as prescribed for the Unearned Account. (See .25B.)

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3. Reports. Prepare an age analysis of items in the Suspense Account and process in the same manner as prescribed for the Unearned Account. (See .5.)

D. Performance and Compliance Bonds. Deposit cash performance and compliance bonds to Account 14X6875, Suspense, pending disposition of the permit or contract for which the bond was furnished. Final disposition depends on the type of contract or permit, whether the bond is forfeited or contributed, the contract provisions or regulations which established the required payment, etc. Forward negotiable bonds with interest accruing to the SC for deposit with the Federal Reserve. Secure other bonds in the Field Office. Consider each deposit or forfeiture separately as indicated by the following examples of differing.

1. Construction Contract. Manual 1512 provides that performance bonds on construction contracts be available to offset excess costs incurred in securing another contract. Actual availability may depend on the type and extent of work needed, whether the work will be accomplished by contract or force account, and whether the work will be started in the current fiscal year. Deposit forfeited amounts which are not used for the purpose specified, or which exceed actual expenditures, to miscellaneous receipts.

2. Surface Protection.

a. Forfeited bonds or deposits on placer mining operations are available for restoring the surface of the claim involved, and any monies in excess of the amount needed for the restoration of the particular claim are refunded.

b. Permits or contracts for the disposal of materials in common-use areas or community pits require the payment of a reasonable contribution, as determined by the authorized officer, to defray the cost of reclamation of the lands. The total amount of the contribution is available for BLM use. (See .25N for detailed accounting procedures.)

c. A performance bond or deposit to cover the cost of reclamation must be furnished to obtain a permit, lease or contract (other than community pits) for exploring, testing, or prospecting for minerals (other than oil and gas) under the mineral leasing acts or the Materials Act. Individual determinations are necessary as in the case of construction contracts to determine how these forfeitures are handled. (See 43 CFR Part 23.)

3. Timber Sales. Monies received because of the forfeiture of a bond or deposit by a timber purchaser or permittee who does not fulfill the contract, or comply with the regulations, are available for work which is necessary because of the forfeiture. (See .25L for detailed accounting procedures and also see 43 U.S.C. 1382.)

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E. Protective Oil and Gas Leases. 40 OP. Attorney General 41 authorizes the Bureau to lease for oil and gas any Federal lands under the jurisdiction of the Department when the lands in question are subject to drainage or where drainage is threatened. Such lands are leased only with the consent of the administering agency and upon recommendation of the U.S. Geological Survey. Leases are by competitive sales and sealed bids only. Deposit rents and bonuses from leases issued under this authority to account 141811, Rents and Bonuses from Land Leases for Resource Exploration and Extraction.

F. Processing Simultaneous Oil and Gas (SOG) Filings. Use the special procedures prescribed in Appendix 3 for controlling Simultaneous Oil and Gas lease applications and remittances. This is necessary because of the heavy volume of filings received within a short period of time, and the need to process the filings without a loss of control. All SOG drawings are decentralized in the Wyoming State Office. (See Illustration 24.)

G. Contributions - General. P.L. 94-579 (see 43 U.S.C. 1737) authorizes accepting contributions or donations of money, services, and real, personal, or mixed property for the improvement, management, use, and protection of the public lands and their resources, including the acquisition of rights-of-way for such purposes. It also authorizes accepting contributions for cadastral surveying performed on federally controlled or intermingled lands. Deposit monies received to 14X8069.1, Contributions for Administration, Protection, and Improvement of Grazing Lands, BLM, except deposit contributions for cadastral surveys to 14X8069.2, Deposits, Public Survey Work. Contributions are appropriated and made available until expended for payment of expenses incident to the administration of the function toward which the contributions were made and for refunds to contributors in specific instances, if the contributions exceed their share of the cost.

H. Contributions - Range Improvements - General. 43 U.S.C. 315h authorizes accepting contributions toward the administration, protection, and improvement of lands within or without the exterior boundaries of a grazing district. Deposit all monies received to 14X8069.1; they are appropriated and made available until expended for payment of expenses incident to the administration, protection, and improvement of the lands and their resources and for refunds to contributors in specific cases, if the amounts contributed exceed their share of the costs.

I. Contributions - Range Improvements - Advisory Board Funds. Funds contributed to the Bureau by Advisory Boards must be recorded immediately and deposited into Account 14X8069.1. Bureau employees may not accept responsibility for Advisory Board funds which are not contributed to the Bureau and deposited into the Treasury. When cooperative agreements specify that Advisory Board funds will remain in the control of and be disbursed by an Advisory Board Representative, the representative must not be a Bureau employee, nor may a Bureau employee have access to such funds.

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J. Road Maintenance Fees. Users of BLM roads are required to maintain the roads in a satisfactory condition in accordance with requirements included in BLM contracts. Maintenance is shared by the users in proportion to their use; however, if maintenance cannot be provided by the users, they must deposit amounts with the Bureau sufficient for BLM to provide the necessary maintenance. Payments to the Bureau for road maintenance are deposited to account 14X5018, Service Charges, Deposits and Forfeitures, BLM, and deposits are available until expended to cover the cost of such maintenance.

K. Forest Development Fees. Purchasers of BLM timber sales may be required to perform such forest development activities as site preparation (e.g., slash disposal, scarification, etc.) and reforestation. If the purchaser chooses not to complete these activities, they must deposit amounts with the Bureau for forest development to account 14X5017.2, Service Charges, Deposits and Forfeitures, BLM. Deposits are available until expended to cover the cost of such forest development. (See FLPMA, Sec. 502 (c).)

L. Timber Sale Collections. Deposit receipts from Public Domain lands to 145881, Sale of Public Lands and Materials, receipts from O. and C. lands to 145882, Oregon and California Land Grant Fund, and receipts from CBWR lands to 145897, Coos Bay Wagon Road Fund.

1. Contracts Under \$500. For timber sale contracts under \$500, the full amount must be paid prior to or at the time the authorized officer signs the contract. Report the sale and advance payments to the SC (D-510) on a Collection Data Sheet, Form 1370-35, at the time of collection. Ledger Cards, Form 1370-26, are not required for sales under \$500 when full payment is made in advance. Execute the contract on Form 5450-5, Vegetative or Mineral Material Negotiated Sales Contract.

2. Contract Over \$500. For sales of \$500 or more, installment payments are permissible. The first installment must be paid prior to or at the time the contract is signed by the authorized officer. Subsequent payments are due prior to cutting or removing the material sold. The unpaid balance on a timber sale represents deferred revenue from unmaturing timber sale contracts. Unmatured timber sales must be reported to the SC (D-510) by the method explained below.

a. When a timber sale is approved, prepare Form 1370-26, Ledger Card, and post the total amount of the sale in the contract balance column of the Ledger Card. (See Illustration 3.) ←

(1) Prepare Form 1370-35, Collection Data Sheet, for the total amount of the contract. Forward billing copy to SCD (D-510) and destroy the collection copy. Code contract awards as Transaction Code (TC) 93. (See Manual 1684.) ←

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→ (2) For the first installment, issue Form 1371-22, Bill for Collection, and deposit payments directly to the appropriate receipt account; do not hold payment in the Suspense Account. ←

(a) Post the bill when issued as a debit, and the collection when received as a credit, to the Accounts Receivable column on the Ledger Card. Decrease the contract balance by the amount of the collection.

→ (b) Prepare a Collection Data Sheet, complete the billing and collection copies, and forward to SCD (D-510). Code billing to TC 16 and collection to TC 30. (See Manual 1684.) ←

→ (3) When installment payments become due based on a cutting report, issue Form 1371-22 and 1370-35; submit billing copy of each to SC (D-510); and record billing on the Ledger Card. ←

(a) When payment is received, complete collection copy of Form 1370-35 and forward to SCD (D-510). Enter collection on the Ledger Card and decrease the contract balance by the amount paid.

→ (4) When installment payments are received prior to billings, issue Form 1371-22, at the time of payment. Prepare and forward the billing and collection copies of Collection Data Sheet, Form 1370-35, to SC (D-510), and post the bill and collection on the Ledger Card, Form 1370-26. ←

M. Timber Forfeitures and Trespass Deposits.

1. Receipts. Deposit collections from timber forfeitures and trespass to account 14X5017.2, Service Charges, Deposits, and Forfeitures, BLM. Collections include:

a. Monies received as the result of the forfeitures of a bond or deposit by a timber purchaser or permittee who does not fulfill the requirements of the contract or comply with the regulations.

b. Any monies received as a compromise or settlement of any claim, whether in tort or contract, involving present or potential damage to timberlands, i.e., timber trespass.

→ 2. Availability of Funds. Public Law 94-579, 43 U.S.C. 1735, provides that funds received as a result of forfeiture or trespass are available until expended, to cover the cost of any forest improvement, protection, or rehabilitation work rendered necessary by the action which led to the forfeiture, compromise, or settlement. ←



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a. Rehabilitation work on damaged forest lands may be necessary before the trespasser has been identified or the full amount of damage has been determined and/or collected. Funds deposited to account 14X5017.2 may be used to repair any forest land damaged by trespass or failure to comply with the regulations, irrespective of the identification of the particular trespasser or the amount deposited for a specific case, except as follows:

(1) Expend funds collected by a State for improvements, protection, or rehabilitation work on forest lands within the State in which collected.

(2) Expend monies collected in connection with lands administered under the O. and C. Act for the benefit of such lands.

(3) Refund any portion of a forfeited bond deposit or trespass collection which is found to be in excess of the cost of doing the work authorized under this Act. This may be done upon application or at the discretion of the State Director.

(4) Code collections and expenditures to 14X5017.2, Service Charges, Deposits, and Forfeitures (available year code 41) subactivity 5210, Expenses, Repair of Lands and Facilities (O&C) or 5320, Expenses, Repair of Lands and Facilities (PL).

b. Collections received for subactivities 5310 and 5320 are reflected in the monthly cost reports of the State Director (910). Costs incurred will be reflected in the specific office reporting the expenditure with no collection amount. State level reports will show a summary of collections and expenditures and the statewide status of funds for these subactivities.

N. Exploration and Surface Mining, Site Rehabilitation. Collections represent contributions to defray the cost of the reclamation of lands in connection with permits and contracts for the disposal of materials in common-use areas or community pits. Control contributions in the same manner as timber forfeiture and trespass deposits, i.e., funds are available until expended for site rehabilitation within the State in which collected; O. and C. and CBWR collections must be expended on O. and C. and CBWR lands; and funds not needed for site rehabilitation may be refunded upon application or at the discretion of the State Director. Code collections and expenditures to 14X5017.2 (available year code 41), and subactivity 5310, Expenses, Repair of Lands and Facilities (O. & C.) or 5320, Expenses, Repair of Lands and Facilities (PL).

O. Petition Applications. General procedures for processing petition applications are contained in Manual Section 2450 and 2451. For specific procedures pertaining to the sale of isolated tracts, special land-use permits, applications for recreation and public purposes, etc., see the appropriate Manual Sections. Deposit advance payments and filing fees submitted with petition applications to the Unearned Account, 14X6800.

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P. Daily Recreation Use Fees. The Bureau is authorized to collect daily recreation "use fees" for the "use of sites, facilities, equipment, or services furnished at Federal expense." BLM is not authorized to charge entrance or admission fees.

1. Use of Permit Fee Envelope. Form 1370-36, Permit Fee Envelope (See Illustration 5) is prescribed as a permit for use of the facility and a receipt for payment. Furnish the stub section of the permit to the payee, and submit the envelope section to the collection officer to support the Deposit Ticket.

2. Collections. Post the rates charged, instructions for computing amounts owed to the Government, and procedures concerning Golden Age Passports at each collection site. Pick up collections from remote sites daily, if possible, and turn in to the accountable officer promptly to ensure proper control and deposit. If persons making collections are not returning to their home offices immediately, they should convert cash collections to bank or postal money orders and mail with other collections (checks) and Forms 1370-36 to the accountable office daily.

3. Deposit Account. Deposit funds collected 145005.4, Land and Water Conservation Fund (LWCF), Special Recreation Use Fees.

Q. Fees for Recreation Use at Areas Other than Developed Sites. The Bureau issues special recreation use permits for commercial and noncommercial recreation uses such as group activities and organized recreation events. Deposit filing fees to 140850, Registration and Filing Fees; deposit use fees to 145005.4, LWCF, Special Recreation Use Fees, except fees from O. and C. and CBWR lands which are deposited to O. and C. and CBWR Grant Funds, as required by the subject acts.

R. Concession Contracts. Deposit receipts from concession contracts for recreation or associated uses to 145005.4, LWCF, Special Recreation Use Fees.

S. Installment Accounts Receivable (Other than Timber Sales). When a delinquent account is due and the debtor arranges to settle the account by installment payments, process as follows:

1. Note the Case Folder Copy of the Bill and the copy retained in the Accounts Receivable file to show that installment payments have been approved. Also, note any terms or conditions on the copies of the bill, such as the number of payments to be made, the amount of each payment, the date payments will be made, etc.

2. Process Copies of Form 1371-22, Bill For Collection when the first payment is received, as in Manual 1371. Retain one copy in the Accounts Receivable file, and place an extra or machine copy in the case file.

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3. Prepare Form 1370-10, Payment Statement (Illustration 6) when each additional payment is received, showing the amount of the payment received and the remaining balance due. Do not increase Accounts Receivable. Attach copy of Form 1370-10 to the case folder copy of the bill in the Accounts Receivable file, and place an extra or machine copy of Form 1370-10 in the case file.

T. Grazing Receipts. Grazing collections include fees for Section 3 (Taylor Grazing Act) permits for grazing use inside established grazing districts, Section 15 (Taylor Grazing Act), leases for grazing outside of grazing districts, crossing or trailing permits, and trespass. Grazing collections which are controlled and processed under the Range Management Automated System (RMAS) and procedures for processing other than RMAS collections are explained in Manual 1371.32.

U. Bid Bond Deposits. Personal or other negotiable checks for bid bonds received with a contractor's bid are not deposited. Enter negotiable bid bonds on the Bid Bond Control Register, Form 1370-31 (Illustration 8). When the contract is awarded, return checks to unsuccessful bidders in the form received and deposit the bond of the successful bidder. Note the Bid Bond Control Register to show if the remittances were returned or deposited.

V. Airport Leases. Annual rental payments of not less than \$10 per annum must be paid in advance of the anniversary date and the report of gross receipts must be filed within 90 days after the anniversary date. Deposit rental payments to account 143220, General Proprietary Receipt Account.

W. Copy Fees. Copy Fees are amounts received for either photocopy or reprographic copies of documents. Items such as official records, leases, plat books, serial register pages, diagrams, cadastral surveys, administrative documents, etc., are examples of documents that qualify for copy fees. Credit sales are only allowed to other Federal agencies, State, and local Governments. Complete Form 1370-44, Copy Work Request, or other authorized receipt for each transaction. (See Illustration 21.) Appendix 4 contains specific instructions for processing copy fees.

.26 Overpayments. Remittances from \$.01 to \$.99 in excess of the amount due are treated the same as the amount due; they are deposited and no credit is established. When the remittance is \$1.00 or more in excess of the amount due, deposit the overpayment to the Suspense Account. The overpayment may not be treated as earned revenue.

A. Amounts Billed; Accounts Receivable.

1. Prepare Form 1370-10, Payment Statement, for the amount of the remittance in excess of the amount due. (See Illustration 6.)

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2. Remove the Collection Data Sheet from the accounts receivable file, enter the amount paid when the overpayment is under \$1.00, enter the amount billed when the overpayment is \$1.00 or more, and transmit the collection copy to the SCD (D-510).

3. Prepare Form 1370-35, Collection Data Sheet (CDS), when the overpayment is less than \$1.00 and transmit the Billing Copy to the SCD (D-510) to increase the accounts receivable by the amount of the overpayment. Destroy the Collection Copy.

4. Show as a Deposit to the Suspense Account when the overpayment is \$1.00 or more. File the fourth copy of the Form 1370-10 (with a copy of the bill or receipt) in the suspense file until the amount is earned or refunded.

B. Amounts Billed; Not included in Accounts Receivable.

1. Prepare Form 1370-10 as in .26A1.

2. Deposit the Total Collection to the appropriate receipt account when the overpayment is under \$1.00, and report the total payment on a Form 1370-38, Grazing Bill (System Control Copy), or a Collection Data Sheet, as appropriate.

3. Prepare a Collection Data Sheet when the overpayment is \$1.00 or more, and show the amount of the overpayment as a deposit to the Suspense Account.

C. Unbilled Amounts; Revenue.

→ 1. Prepare Form 1371-22, Bill For Collection, or Form 1370-38, Grazing Bill, as appropriate, for the amount due; ←

→ 2. Proceed as in .26A1, when Form 1371-22 is used. ←

3. Proceed as in .26A2, when Form 1370-38 is used.

D. Amounts Pertaining to Suspense or Unearned Accounts.

1. Prepare Form 1370-41, Receipt and Accounting Advice, for the amount received, including the overpayment.

2. Transfer the Total Amount, after final adjudication, to the account specified on the accounting advice when the overpayment is less than \$1.00. When the overpayment is \$1.00 or more, refund or apply the amount to another debt as indicated on the accounting advice.

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E. Amounts Credited to Another Agency Account.

- 1. Process the Amount Due as in .26A1, 2, or 3.
- 2. Deposit the Overpayment to the Suspense Account.

F. Refund and Application. Overpayments may be refunded 30 days after receipt. Overpayments of \$1.00 or more must be refunded or applied to another debt within 90 days after receipt. Overpayments under \$1.00 are treated the same as the amount due, but may be refunded upon request from the remitter.

.27 Underpayments.

→ A. First Year Rental - Noncompetitive Oil and Gas Lease Offer. ←

1. Payment Deficient by More than 10 Percent. When the payment is deficient by more than 10 percent, the Authorized Officer may reject the offer and direct return of the payment in the form received (43 CFR 3103.3-1). When not returned immediately or when in currency, deposit the remittance in the Suspense Account and make the refund by issuing a check.

2. Payment Deficient by 10 Percent or Less. When the payment is deficient by 10 percent or less, deposit the remittance to the Unearned Account, 14X6800, pending adjudication. If the offer is accepted, the Authorized Officer must issue the lease, Form 1370-10, Payment Statement, and a decision calling for payment within 30 days from receipt of the notice. When payment is received, transfer the deficient payment from 14X6800 to the earned receipt account and deposit the additional payment to the same account.

→ B. Multiple Leases. If a deficient payment is for several leases or permits, and the shortage cannot be related to a specific item, apply the payment to the leases in the order in which they are listed by the remitter or the order in which billed. ←

→ C. Other Applications. If the regulations do not provide that an application will not be accepted, advise the applicant of the additional amount due using Form 1370-10, Payment Statement. Do not increase Accounts Receivable. Prepare Form 1370-41, Receipt/Accounting Advice, and deposit the underpayment to the Unearned Account, 14X6800. Upon receipt of the additional amount, prepare a separate Form 1370-41, cross-reference, and deposit to the Unearned Account. If the lease or permit is issued, transfer both payments to the earned receipt account. If the additional amount is not submitted, or if the application is rejected, refund the total amount remitted. ←

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→ D. Grazing Fees. If the underpayment pertains to a grazing billing notice issued on Form 1370-37, Billing Notice, or 1370-38, Manual Grazing Bill, deposit the payment to the earned receipt account. If the amount of the underpayment is less than one dollar, treat the collection as if it were payment in full. If the underpayment is one dollar or more, process as follows: ←

1. Advance Billing. When the grazing bill is issued as an advance notice, note the amount paid on all parts of the bill and prepare Form 1370-10, Payment Statement, for the additional amount due. Advise the permittee or lessee that the balance must be paid prior to the first grazing period.

a. Distribute Form 1370-10 as shown in Illustration 6. Use the Collection Voucher part of the bill to support the Deposit Ticket.

b. Submit the Billing Notice Copy of Form 1370-37, or the System Control part of Form 1370-38 with the Deposit Ticket, to the Service Center Director, (D-510); do not report as an account receivable.

c. If the payment of the additional amount is not received prior to the due date, refer the case to the Authorized Officer for deposition.

2. Actual Use Billing. When the grazing bill is issued for actual use under an allotment management plan, or any other true accounts receivable for grazing fees, prepare Form 1370-10, Payment Statement, and advise the permittee or lessee, or any violators in the case of unauthorized grazing use, that the balance must be paid within 15 days from the receipt of the Form 1370-10.

a. Distribute copies of Form 1370-10 as shown on Illustration 6. Note the amount paid on all parts of the grazing bill and Collection Data Sheet (if required).

b. Submit collection copy of Collection Data Sheet to Service Center Director (D-512) with the Billing Notice Copy of Form 1370-37, or System Control part of Form 1370-38 and Deposit Ticket. Use the Collection Voucher part of the bill to support the Deposit Ticket.

c. When payment of the additional amount is received, submit a copy of the Billing Notice Copy of the bill for this amount only for RMAS collections, or a new CDS for other than RMAS collections. For other than RMAS collection, show the number of the original grazing bill on the new CDS. Use the duplicate copy of Form 1370-10 to support the Deposit Ticket.

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→ E. Other Courtesy Notices. Deposit underpayments to the unearned receipt account and process the payment statement, fee notice, and Collection Data Sheet as in .27D1. If payment is not received by the due date, refer the case to the Authorized Officer for possible cancellation or trespass action. ←

→ F. Other Accounts Receivable. Deposit underpayment to the earned receipt account and process the payment statement, bill form, and Collection Data Sheet as in .27D2. If payment is not received before the due date, advise the Authorized Officer, and process the bill as a delinquent account receivable. (See Manual 1375.) ←

.28 Uncollectible Checks. Remittances deposited in a designated depository, Federal Reserve Bank, or the Cash Division of the United States Treasury which are not paid upon presentation to the drawees, are returned to the Bureau by the Treasury Department as "uncollectible."

A. Loss of Rights, Privileges, or Preferences. Whatever the reason for nonpayment of a remittance, it does not constitute payment of the item for which it was presented. In many cases, the nonpayment may result in automatic cancellation or termination of rights, privileges, or preferences.

B. Return of Remittance to Bureau. When a check is returned unpaid to the depository, the depository prepares Standard Form 5515, Debit Voucher. (See Illustration 17.) The depository forwards the Original to Treasury. The Memorandum Copy and the Confirmed Copy are forwarded to the office that made the deposit if the deposit was not made at a Federal Reserve Bank, and to the SC Director (D-510) if the deposit was made at a Federal Reserve Bank. The depository retains the Depository Copy. The SC Director (D-510) will forward the copies received by the SC Director to the office that made the deposit. The depositing office will enter the fund symbol on both copies immediately to the left of the words "Debit Voucher." Retain the Memorandum Copy and forward the Confirmed Copy to the SC Director (D-510) with a Collection Data Sheet, Form 1370-35.

C. Reporting Debit Vouchers. Prepare a Collection Data Sheet to reverse the collection. Show the following:

1. Name of drawer.
2. State and Office.
3. Document Date and Type (type DV).
4. Document Number. (Use sequential number on Form TUS 5504.)

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5. Transaction Code (same code used for collection).
6. Fund Symbol, Geographic Location, Cost Structure, etc. (same as used for collection).
7. Amount. (Show amount in brackets.)

D. Redeposit of Remittances. Do not redeposit remittances unless they are for services rendered as described in .28F. When they are for services rendered, make a new SF-215, a new Form 1370-35, and redeposit one time only as if it were a new check received.

E. Remittance Inquiry. Prepare a Remittance Inquiry, Form 1370-9 (see Illustration 18), to request a replacement remittance, if the remitter is allowed to make good the payment and if the action in .28C above resulted in an Accounts Receivable.

F. Services Rendered. When services have already been furnished, or the remitter has a liability to the Bureau, issue a bill for the amount due if the action in .28C above did not result in an Account Receivable. If it did result in an Account Receivable, issue a Remittance Inquiry. Cancel applications pertaining to the uncollectible check unless timely settlement is made. Offset uncollectible checks submitted to the Bureau for nonreturnable filing fees (or any true liability) against any collectible remittance submitted by the same applicant or lessee for any future filings.

G. Return of Uncollectible Checks. When an uncollectible check restores or creates a new account due the Bureau, do not return the uncollectible check to the remitter until proper settlement has been made. When the uncollectible check results in the cancellation of an application, lease, etc., and no debt is due the Bureau, or when settlement has been made, then, return the check to the remitter.

H. Unearned or Suspense Accounts. When part or all of any uncollectible check was deposited to the Unearned or Suspense Accounts, remove Form 1370-41, Receipt and Accounting Advice, from the file and attach as support to the related Form TUS 5504, Debit Voucher. When the amount has been removed from the Unearned or Suspense Account, complete the Debit Voucher to show the amounts and receipt symbols to which the collection was transferred or deposited. Prepare a separate Collection Data Sheet to reverse the transfer from the Unearned or Suspense Account.

I. Amounts Previously Billed. If the default or termination date has not been reached, prepare a Remittance Inquiry and/or Advice, Form 1370-9, requesting payment of the amount due.



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1. True Accounts Receivable. If settlement has not been made by the due date and the amount is a true Accounts Receivable, issue a default notice as a demand for payment. Refer the case to adjudication or to the Authorized Officer for possible cancellation and process the amount due as a delinquent account. (See Manual 1375.)

2. Not a True Accounts Receivable. If settlement has not been made by the due date and the account is not a true accounts receivable, refer the case as in .2811 for termination of the lease or permit.

J. Copy Fees. When an uncollectible check is for copies of records that have not been furnished, prepare a Form 1370-9, and cancel the order until settlement is made. If copies have been furnished, issue Form 1371-22, and retain the check until settlement is made.

K. Other Land Applications. If an uncollectible check is received for other land applications, consider them as filed, but do not process until settlement is made. Give the applicant a set period of time in which to pay the fee. If it is not paid within the time limit, reject the application. Offset uncollectible checks for filing fees against other payments submitted by the same applicant.

L. Oil and Gas Lease Applications. When an uncollectible check is received for the filing fee, reject the application. In the case of simultaneous filings, do not include the application in the drawing, or reject it if discovered after drawing.

.29 Other Collections.

A. Unidentified Collections. Deposit remittances which cannot be identified after 3 days to the Suspense Account. Forward a Form 1370-9 to the remitter to determine the purpose of the remittance.

B. Collections by Other Agencies for the Bureau of Land Management.

1. Department of Justice. The Department of Justice collects amounts due the Bureau for which legal proceedings have been instituted by the Department of Justice. The Department of Justice sends these collections to the Bureau for processing.

2. General Accounting Office. The General Accounting Office (GAO) collects amounts due the Bureau if collection efforts by the Bureau have been unsuccessful. The GAO may deposit amounts collected to the Bureau's accounts, transfer them to the Bureau for processing, or in the case of amounts legally repayable to appropriation accounts which have lapsed by operation of law, deposit them to the General Fund of the Treasury.

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→ 3. U.S. Forest Service (USFS). USFS collects and deposits receipts from O. and C. Lands to their accounts. Monthly, USFS prepares a SF-1081, Voucher and Schedule of Withdrawals and Credits, and transfers such receipts to 145882, Oregon and California Land Grant Fund. ←

C. Collections by BLM for Other Agencies. Do not make deposits for credit to another agency's accounts unless the total amount of the deposit is for credit to the other agency. Deposit collections which must be divided between BLM and another agency in accordance with .33B2.

1. Small Business Administration (SBA). The construction of access roads under the terms of timber sale contracts occasionally requires working capital in excess of that available to small business concerns in the timber industry. For this reason, a loan program has been initiated which provides that BLM timber purchasers who qualify as small business concerns may borrow funds through SBA to finance construction of the required timber access roads. BLM is responsible for billing and collecting installment payments on the loans.

a. Report collections on a Collection Data Sheet, Form 1370-35, and post to the timber sale Ledger Card, Form 1370-26 (Illustration 3). Date and process SBA loan payment collections immediately; the date on which payment is received by BLM is considered as the date payment is made.

→ b. Send a copy of Form 1371-22, Bill For Collection, or other documentation which shows the name of the borrower, loan number, amount of collection, and date of receipt with any deposits or transfers to the SBA. ←

→ 2. Other. BLM collects filing fees and advance rentals payments submitted with applications for various types of leases and permits on lands under the jurisdiction of other agencies but administered by BLM. Deposit filing fees to 140850, Registration and Filing Fees, and advance rentals to 14X6800, Unearned Account. ←

a. When leases or permits are issued, transfer advance and subsequent rental collections to the agency designated to receive such receipts. Transfer collections in accordance with existing laws, regulations, or written agreements.

D. Collections for Other Offices. When a collection for another BLM office is made, send the collection to the proper office. Use Collection Transmittal, Form 1370-8 (Illustration 19). Do not issue a receipt; the office to which the collection is sent must issue a receipt to the → remitter. Convert currency to a money order. ←

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.3 Accounting Control. Place all collections under immediate accounting control. For offices having receipting and validating machines, this consists of the immediate processing of collections through the machine and the producing of a receipt. For offices without receipting and validating machines, immediate accounting control consists of preparing a daily tape of collections and immediate receipts.

.31 Forms of Payments.

A. Acceptable Payments. The following forms of payment are acceptable: U.S. coin or currency, U.S. postal money orders, bank money orders, bank certified checks, and bank cashier's checks, personal checks, commercial money orders, and other negotiable instruments.

B. Nonacceptable Payments. The following forms of payment are not acceptable.

1. Stamps. United State postage stamps.
2. Not payable at Par Value. Remittances which are not payable at par value, or which require the payment of a fee for negotiation or conversion.
3. Uncollectible Checks. Uncollectible checks or unacceptable checks.
4. Foreign Payments. Foreign currency, checks, and other negotiable instruments not payable in U.S. currency.

.32 Check Inscription and Endorsement. Checks, drafts, money orders, and other negotiable instruments presented to the Bureau should be made payable to the Bureau of Land Management. Display a notice stating "Make Remittances Payable to the Department of the Interior-BLM" in all offices receiving over-the-counter collections. In addition, correspondence, advertisements, decisions, notices, etc., should advise the public that remittances are to be made payable the same way. In spite of their inscription, do not refuse remittances made payable to the United States Treasury, the Treasurer of the United States, or the Department of the Interior. Endorse such remittances as though payable to BLM.

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A. Format of Endorsement. The prescribed endorsement is:

14-11-0008

"Pay to the order of any Federal Reserve Bank or Branch or General Depository for credit to the United States Treasury. This check is in payment of an obligation to the United States and must be paid at par N.P. Do not wire nonpayment."

\_\_\_\_\_ Date

U.S. Department of the Interior  
Bureau of Land Management  
P.O. Box 25047  
Bldg. 50, Denver Federal Center  
Denver, CO. 80225-0047

1. Deviations. Use station symbol 14-11-0008 for other than courtesy deposits. Do not deviate from the content of the endorsement without prior approval of the Treasury. Submit any such request to the Director (820).

B. Defective Personal Checks. A personal check is the maker's order to the bank to pay, and the bank is the final arbitrator of whether the instrument is acceptable. Accept personal checks in those instances where collection of the check is questionable but BLM has easy recourse, such as cancellation of a lease. In those instances where BLM has no simple recourse but must undergo collection, such as for copy fees, do not accept a questionable check. Generally, personal checks are uncollectible or not acceptable for any one of the following reasons:

1. No Signature.
2. Postdated.
3. No Amount.
4. Improper Payee. Do not accept checks made payable to an employee of the Bureau.
5. Not Negotiable by BLM.
6. Checks Made Payable to Another Party and endorsed to the Bureau.
7. Wrong Amount. Do not reject checks outright if the amount is in error. Depending on the nature of the payment, the check should be accepted (see .26 and .27) and a Form 1370-10, Payment Statement, prepared.
8. Amounts Disagree. Differences between the written (alpha) amount and the figure (numeric) amount of a check do not destroy its negotiability. Accept the written amount as the intended payment. In such cases, encircle the written amount of the check, print the words amount guaranteed to one side of the check, and initial it in ink.

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.33 Deposits. Prompt deposit of remittances is an integral part of effective internal control. Deposit remittances on the day of receipt or no later than the following day.

A. Exceptions.

1. Accumulated Receipts Less Than \$1,000. It is not necessary to make daily deposits if the amount collected and on hand totals less than \$1,000. However, receipts must be deposited once the total reaches \$1,000, or by Friday of each week, or the last accounting day of the month, whichever occurs first. Do not use overnight depositories or night deposit boxes. Keep undeposited receipts in a locked safe and adequately safeguard them.

2. Unidentified Remittances. Unidentified remittances may be held for 3 working days without being deposited, transferred, or returned to the sender. Control the remittances immediately by posting to the receipting and validating machine in offices that have them and to Form 1370-16, Undeposited Remittances Register, in all offices (see Illustration 12). Deposit remittances not identified within 3 working days to the Suspense Account or return to the sender for further identification.

3. Partial or Compromise Trespass Collections. Checks submitted as partial or compromise payments on debts or claims for trespass are handled as follows:

a. Where the amount of a claim is agreed upon (or liquidated), in writing, deposit partial payments without discharging, or compromising, the total amount of the claim. Follow the procedures in .25L.

b. Where the amount of a claim is in dispute (or unliquidated), do not deposit compromises or partial payments until the Solicitor advises that the obligation will not be discharged by depositing the remittances. Record compromise or partial payments on claims for disputed amounts on the Undeposited Remittances Register.

4. Bid Deposits. Bid deposits received by the Bureau on competitive sales may be held without the preparation of receipts, deposit, or transfer until successful bidders are determined. High bids being considered for rejection may be held until the offers are accepted or rejected. As soon as the successful bidder for each tract, or bid item is identified, process bid deposits as follows:

a. Issue receipt and deposit to appropriate receipt amount.

b. Return deposits to bidders. If picked up, have the persons authorized to receive the deposits sign for each item returned.

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B. Preparation of Deposit Ticket. Use Deposit Ticket, SF-215, to make all deposits (see Illustration 1). Use these prenumbered documents in numerical sequence.

1. BLM Collections. If deposits are mailed to the Federal Reserve Bank, confirmed copies of the Deposit Ticket are returned directly to the Service Center Director, SCD (D-510) by the depository. If local depositories are used, the confirmed Deposit Ticket (DT) is returned to the depositing office which forwards it to the SCD (D-510) with the Collection Data Sheet, Form 1370-35. In either case, SCD (D-510) matches the confirmed DT to the Collection Data Sheet submitted by the depositing office. Files of the confirmed DT are maintained by the SCD (D-510); confirmed copies are not returned to the depositing office.

a. Handle deposits with local depositories, including Federal Reserve Banks, as follows:

(1) Take the original, depository, and confirmed copies of the DT with the deposit to the local bank. The depository completes block eight and returns the confirmed copy.

(2) From the confirmed copy of the SF-215, Deposit Ticket, enter the confirmed date in block five of the memorandum copy and the agency copy of the DT.

(3) Submit the memorandum copy and confirmed copy to SCD (D-510).

(4) Retain the agency copy with all supporting documentation.

b. Mail deposits to Federal Reserve Banks are handled as follows:

(1) Mail the original, depository, and confirmed copies of the DT with the deposit to the Federal Reserve Bank.

(2) Simultaneously, submit the memorandum copy to SCD (D-510).

(3) Retain the agency copy with all supporting documentation.

2. Collections for Other Agencies. BLM officials must not make deposits to another agency's accounts (courtesy deposits), unless the total amount of the deposit is for credit to the other agency.

a. If courtesy deposits are made, use the Agency Location Code (ALC) of the other agency in block 3 of the DT, and show the name and address of the other agency in block 9. Also, use the other agency's ALC in endorsing checks.

(1) Courtesy deposits with local depositories including Federal Reserve Banks are handled as follows:

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(a) The original, depository and confirmed copies of the Deposit Ticket are taken with the deposit to the local bank. The depository will complete block eight and return the confirmed copy.

(b) From the confirmed copy of the SF-215, Deposit Ticket, enter the confirmed date in block five of the memorandum copy and the agency copy of the DT.

(c) Submit the memorandum copy and confirmed copy to the agency for whom the deposit was made. Furnish sufficient information so that the other agency can identify the collection.

(d) Reproduce the agency copy and submit it to SCD (D-510).

(e) Retain the agency copy with all supporting documentation.

(2) Courtesy deposits mailed to Federal Reserve Banks are handled as follows:

(a) Mail the original, depository, and confirmed copy of the Deposit Ticket with the deposit to the Federal Reserve Bank.

(b) Simultaneously, mail the memorandum copy to the agency for whom the deposit was made. Furnish sufficient information so that the other agency can identify the collection.

(c) Reproduce the agency copy and submit it to SCD (D-510).

(d) Retain the agency copy with all supporting documentation.

(3) If collections are divided between BLM and another agency, deposit BLM's share to the appropriate account and the other agency's share to account 14X6875. Transfer amounts for other agencies by SF-1081 or schedule them on SF-1166 for payment by check. Forward an information copy of the SF-1081 or SF-1166, together with copies of related bills, to the receiving agency.

3. Adjustments or Errors. If an error is discovered after the Deposit Ticket has been released to the depository, the ticket may not be recalled or corrected by the depositor or the depository.

a. If the Deposit Ticket has been understated, the depository, not the depositor, will prepare an additional Deposit Ticket for the difference. Handle the additional Deposit Ticket as in .33B1 and .33B2.

b. If the Deposit Ticket has been overstated, the depository will prepare a Debit Voucher, Standard Form 5515, for the difference and submit the memorandum copy and the confirmed copy to the address shown in block seven of the Debit Voucher.

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c. If a mistake is made in the ALC, notify SCD (D-510) to take necessary action.

C. Sorting Deposits. Federal Reserve Banks have specific requirements for sorting and listing items for deposit.

1. Amount. Attach an adding machine tape to each Deposit Ticket showing the amount of each item deposited. Do not sort if the number of items for deposit is less than 25.

2. Groups. If the number of items per Deposit Ticket exceeds 25, sort items into the following groups:

a. Checks drawn on the Treasury of the United States.

b. Postal money orders.

c. Items drawn on banks and trust companies located in the same city as the Federal Reserve with which the deposit is made.

d. Items drawn on other banks and trust companies.

e. Currency and coin. For mail deposits, convert to money order or bank draft (see .33D).

3. Group Numbers. Prepare a separate adding machine tape for each group, and identify each tape by group number. Also, prepare a tape of the group totals to show the amount of the Deposit Ticket.

4. Commercial Banks. If deposits are made with a commercial bank, consult with that bank for sorting requirements.

D. Conversion of Currency. If deposits are mailed to a Federal Reserve Bank, cash must be converted to a bank draft at a designated depository at no cost to the Bureau. If no depository is available, convert currency to a U.S. Postal Money Order or to a bank draft from a nondesignated depository. Charge the fee for the money order or bank draft to the appropriation current at the time of purchase. Pay it from imprest funds if available. If imprest funds are not available, pay the fee from personal funds and submit SF-1164, Claim for Reimbursement for Expenditures on Official Business. Do not deduct the cost of the money order or bank draft from the amount of the deposit or convert cash to a personal check.

.34 Federal Reserve Banks and Designated Depositories. Make deposits to a Federal Reserve Bank, the Cash Division of the Treasury Department (Washington, D.C. offices only) or to a designated Federal depository. Depositories may be designated if the average monthly deposits are greater than \$100,000, if deposits can be hand carried to the depository, and if the Treasury Department has approved use of the depository. Otherwise, mail deposits to the designated Federal Reserve Bank.



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A. Request for Designation. Submit requests for designation of a Federal depository to the Director (820) at least 60 days in advance of the date deposit activities are to commence for referral through the Secretary's Office to the U.S. Treasury. Include the following:

1. The Name and Address of the Proposed Bank;
2. A Statement as to Whether the Proposed Bank is Presently Designated as a Federal Depository;
3. The Name and Address of the Bank Presently Used as a depository;
4. The Advantages of Using the Proposed Bank over the one currently used (include such items as time and distance factors, security involved, extra services performed, etc.);
5. The Number of Deposits to be made monthly (projected for a year);
6. The Dollar Amount and Number of Cash Collections to be deposited monthly (projected for a year);
7. The Dollar Amount and Number of Local Checks to be deposited monthly (projected for a year);
8. The Dollar Amount and Number of Out-of-Town Checks to be deposited monthly (projected for a year);
9. A Statement Advising of Any Estimated Increase or Decrease in items 5-8 above;
10. A Statement Explaining "Peaks" and "Valleys" indicated in items 5-9 above;
11. The Date the requesting office would like the deposit activities at the proposed bank to be effective; and,
12. Any Other Information considered relevant to support the request (i.e., if the proposed bank is a minority bank).

B. Request to Discontinue Use of Designated Depository. Submit requests to discontinue using a designated Federal depository to the Director (820) at least 45 days prior to the proposed termination date, for referral through the Secretary's Office to the U.S. Treasury. Notify the bank that the Bureau proposes to discontinue use of the depository as of a specific date. Supply the Director (820) with the name and address of the depository to be discontinued, the reasons for discontinuance, the proposed termination date, and the total amount of deposits for the last two fiscal years.

C. Listing of Federal Reserve Banks and Depositories. A list of Federal Reserve Banks and Depositories authorized to receive BLM deposits (by mail or direct deposit) is included as Appendix 2.

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.35 Receipting for Collections. Prepare a written record for each remittance received using the appropriate receipt form (see Appendix 6). Filing fee remittances for simultaneous oil and gas applications may be documented and controlled by quantity based on the total number of filings processed. (See Appendix 4.) Written documentation consists of various types of receipts, transfer or return documents, bid registers and return lists, undeposited remittance registers, batch control forms, etc. Document collections made outside the office by the use of Form 1370-18, Temporary Receipt (see Illustration 7). When 1370-18 is used the following actions must be taken:

A. For Amounts Previously Billed. Remove all related bill/notices from accounts or notices receivable and attach collection voucher copy of Form 1370-18 to the related collection voucher copy of the bill or notice.

B. For Amounts Not Previously Billed. Issue a permanent bill or receipt and attach the collection voucher copy of Form 1370-18 to the related collection voucher copy of the permanent form.

C. For Collections Received at Office. Do not issue Form 1370-18 unless no other form is prescribed.

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.4 Records. The records prescribed in this section document the receipt and disposition of collections. As a minimum, they must show daily collections as they relate to amounts deposited, returned, transferred to other offices, or retained as undeposited remittances.

.41 Daily Record of Cash Transactions, Form 1370-11. (See Illustration 10.) This record is kept only by offices using receipting and validating machines. Prepare this record from receipting and validating machine totals and send to the accounting unit. The accounts clerk verifies collections received, and uses this record with the related Deposit Ticket, for preparation of Collection Data Sheets, Form 1370-35.

.42 Undeposited Remittances Register, Form 1370-16. (See Illustration 12.) This register is used to control collections which are not for immediate deposit.

A. Maintenance. Form 1370-16 is maintained for negotiable collections not to be deposited within 24 hours. This includes unidentified remittances, collections (in total) for competitive bid sales, and other items to be returned to the remitter or transferred to other offices in the form received. Convert currency and coin to money orders. Postings to the register must be made daily.

B. Posting of Competitive Sales. Post only the total amount of collections received for competitive bid sales. Support the total by the bid register, adding machine tape, or list of bids.

C. Posting of All Other Undeposited Remittances. For all other undeposited remittances, make a separate line entry for each item.

D. Removal of Items. Annotate the disposition of remittances, such as the number of the Deposit Ticket, Collections Transmittal, or Notice of Return Remittance on the register.

→ 1. Collections Not Billed. Do not treat courtesy notices issued ← on Form 1371-16, Notice of Payment Due (Automated) and Form 1371-19, Notice of Payment Due (Not Automated) as accounts receivable. Report collections related to courtesy notices and timber sales reported by method 2 (.25K2b) as not billed.

a. Summarize collections on the collection copy of one or more Collection Data Sheets, as needed.

b. Destroy the bill copy of the Collection Data Sheet, submit the second copy to the SCD (D-510), and retain the third copy to support the Deposit Ticket, SF-215, and notices/receipts collected.

→ 2. Unearned and Suspense. Report collections deposited to, or ← transferred from, unearned and suspense accounts as not billed (Transaction Code 34). Report refunds on Document Fact Sheet, Form 1310-5.

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→ 3. Undeposited Remittances. If the Undeposited Remittance Register reflects a balance at the end of the month, report the balance with the last group of Collection Data Sheets submitted for the month. ←

→ 4. Automated Grazing Collections. (See Manual 1371.32.) ←

→ E. Submission of Documents. Submit Collection Data Sheets to SCD (D-510) as completed, accompanied by an identified adding machine listing showing the date, office, and document number. On the closing date of each month, note the machine listing to identify the last number for the month. ←

→ F. Collection Data Sheet File. Maintain a file or notebook in which the originating office copies of the Collection Data Sheets are filed in numeric order. ←

.43 Collection Data Sheets, Form 1370-35.

A. Purpose. This form is prescribed as an input document in the automated Financial Management System. It is used to report and classify amounts billed and/or collected by the Bureau, including collections for other Federal agencies, which are not included in a specific automated billing and collections system. It is also used to transfer amounts from the unearned and suspense accounts to receipt, appropriation, or other fund accounts when such amounts are earned or applied. The automated system eliminates the manual preparation of collection, accounts receivable, and application of receipts registers. Reports are produced by the SCD (D-512) and furnished to Field Offices monthly.

B. Coding. Use the following codes on Collection Data Sheets, Form 1370-35 (see Manual 1371, Illustration 8), and in all phases of the financial management systems.

- 
1. Document Type (see H-1684-1, Fund Coding Handbook).
  2. Transaction Type (see H-1684-1, Fund Coding Handbook).
  3. Fund Symbol and Available Year (see H-1684-1, Fund Coding Handbook). ←
  4. Type of Land, Indian Tribes, Commodity (see Table 1).
  5. Geographic States and Counties (see General Services Administration Geographic Location Codes).

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C. Reporting. For accounting and reporting purposes, divide collections into the following categories:

1 Collection Previously Billed. Classify trespass debts, grazing fees based on actual use, timber sales, fees which are not cancelled for nonpayment, and other amounts which represent a firm debt at the time of billing as accounts receivable. Report collections related to accounts receivable as collections previously billed.

a. Report collections on the collection copy of the Collection Data Sheet which was initiated when the bill was issued.

b. Report collections individually, by bill number, in order to relate the amount collected to the outstanding account receivable. Submit the collection copy to the SCD (D-510) and retain the third copy to support the Deposit Ticket and paid bills.

.44 Deposit Record File. Maintain a file that contains for each deposit:

A. Copy of the Deposit Ticket.

B. Support Documents for each collection deposited.

C. Daily Record of Cash Transactions, Form 1370-11 (offices using receipting and validating machines) or daily adding machine tapes or collections registers of all collections received by mail and over-the-counter (office not using receipting and validating machines).

.45 Billing File. Maintain a file to hold copies of all advance billings until collection is received.

A. Examples of Billings. These include the following:

1. 1371-22 Bill For Collection. Used as a bill/receipt for timber sales, trespass other than grazing, copy fees billed to State or municipal agencies.

2. 1370-37 Grazing Bill. Computer generated. District Office receives green and yellow copies of the 1370-37 from Service Center personnel to hold for correction. The customer is automatically billed.

3. 1370-38 Grazing Bill. Manually generated. Used to manually bill for grazing when the computer billing would not be timely, or for supplemental billings, crossing or trail permits, grazing trespass or other grazing related billings. Green, white, and yellow copies are held until collection is received.

4. Billings Prepared by the Area Office. All billings prepared by Area Office personnel must be forwarded to the District Office as soon as possible.

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.5 Reports.

.51 Age Analysis. Annually, as of November 30, prepare an aging analysis of items in the Unearned, Suspense, and Budgetary Clearing account, and review old items with responsible officials to ensure that current action is being taken.

A. Aging Analysis Schedule, Form 1370-13. (See BLM Manual Section 1371, Illustration 6.) List all items in the accounts over 6 months old. Show sufficient detail in the "Current Status" column for a reviewer to determine the status and what additional action is needed. Include the date of any follow-up made on items sent to another office in the "Date of Last Action" column.

B. Aging Analysis Summary, Form 1370-14. (See BLM Manual Section 1371, Illustration 7.)

1. Totals. List the dollar totals for current items, items 6 to 12 months old, items 1 to 2 years old, and items over 2 years old. Also show the number of items in the current category for statistical purposes.

2. Reconciliation. Include a reconciliation of the computer-prepared analysis of accounts with the actual documents on the summary. In State Offices, the analysis of Unearned Accounts is signed by the Chief, Division of Technical Services. The analysis of the Suspense and Budgetary Clearing accounts is signed by the Chief, Division of Management Services. In other offices, the head of the office signs both.

C. Submission to State Director. Submit Form 1370-13 and 1370-14 to the State Director within 15 workdays after November 30 for review.

D. Submission to Service Center. Submit Form 1370-13 and 1370-14 to the SCD (D-515) with any comments, within 20 workdays after November 30. The SCD (D-515) will review the reports, prepare a consolidated summary, and advise the heads of offices within 40 workdays of any areas or specific items needing attention, with a copy to the Director (820).

.6 Receipting and Validating Machine Procedures. Receipting and validating machines are used in Field Offices where the volume of transactions justifies their use. They provide immediate accounting control over collections.

.61 Concept and Use. The machine is used to process cash and other remittances. It is not used to process documents such as Journal Vouchers, Voucher and Schedule of withdrawals and credits, Voucher and Schedule of Payments, or Certificates of Deposit.

A. Location. The machine should be located near the point where applications are filed.

B. Operator. The machine is operated by the receiving clerk (cashier). An alternate cashier must be named to perform the duties of the cashier during absence and to assist during heavy workload periods.

C. Operating Instructions. Machine instruction for operators and supervisors are contained in Appendix 1, Operator-Supervisor User's Guide for Receipting and Validating Machines.

.62 Controls.

A. Machine Controls.

1. Sorting. The machine permits sorting collections into groups, and produces totals of collections.

2. Validation. Both remittances and receipts are validated with the date, fund code, transaction number, and amount. Each collection is then related to the receipt.

3. Journal Tape. A journal tape is produced showing date, fund code, transaction number, and amount for each item validated.

4. Report Tape. A report tape of amounts received for deposit, the total amount in each fund code, and the machine totals is produced at the end of the accounting period. Totals may be cleared several times daily and printed on the report tape. This permits sending collections to the accounts section several times daily when volume makes it necessary. Fund and machine totals are cleared at the end of each day's business.

5. Clearing. A security code is required to clear fund code and machine totals. This is a function of the supervisor and provides security. Totals may be read as needed by the cashier.

B. Operations Controls.

1. Security. Each cashier must have a lock box or drawer to secure collections during the day. The cashier must not clear operator, fund code, or machine totals. In addition, the cashier should not make deposits or returns.

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2. Processing. Process collections immediately. Do not delay preparing the machine validated receipts for any reason, including preadjudication. Forward collections to the accounts section for processing and deposit at least daily and more often when large volumes require it.

3. Remittances. Send customers with over-the-counter payments to the cashier, when possible. Forward remittances received through the mail to the cashier as soon as possible.

.63 Operating Procedures.

A. Arrangement and Priority of Work. Sort work by categories to speed processing. Handle over-the-counter transactions as received.

B. Fund Codes. Machine record collections in the fund code assigned to the type of collection involved. (See Illustration 10.)

C. Validations.

1. Basic Rules:

- a. Validate each remittance and receipt or bill.
- b. Produce an accounting record for each transaction.
- c. Use separate transaction numbers for each transaction.
- d. When one remittance is received for several filing fees, or for amounts previously billed, validate a separate receipt for each application, lease, or bill previously issued. Use the same transaction number for all receipts issued and for the remittance.
- e. When one remittance is received for a filing fee and other remittances are received for advance payments on the same application, use one receipt and transaction number for each remittance.

2. Validation Sequences. The validation sequences are contained in the Operator-Supervisor User's Guide for Receipting and Validating Machines. (See Appendix 1.)

D. Receipt Forms.

1. Form 1371-22, Bill For Collection (see BLM Manual Section 1371, Illustration 1) is validated for accounts receivable collections and advance payments on accounts receivables.

2. Form 1370-41, Receipt and Accounting Advice (see Illustration 2) is issued and validated for remittances involving deposits to either the Unearned or Suspense Accounts, when a case file must be established, or when subsequent processing requires the remitter's name and address.



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3. Form 1370-42, Record of Remittance Received (see Illustration 4), is validated and issued for remittances for copy fees and for any remittances for which the cashier does not need to establish a case file.

4. Form 1371-16, Notice of Payment Due (see BLM Manual Section 1371, Illustration 12), is validated for payments received in connection with automated billings.

5. Form 1371-18, Update or Notice of Payment Received (see Illustration 22), is validated for advance payments received under the automated system.

E. Unidentified Collections. Record unidentified collections by issuing a Form 1370-42 (fund code 16) and transferring the receipt and remittance to the accounts section to identify the purpose of the payment; when identified, the remittance is returned, transferred, or deposited, as appropriate, and the validated receipt is attached to the return, transfer, or new receipt document. Deposit collections which are not identified within three working days to the Suspense Account or return to the sender for identification. The transaction must be entered in the Undeposited Remittance Register for control. Any remittance that exceeds \$1,000 must be deposited immediately.

F. Interim Reading. The remittance total for deposit items may be read at any time to permit the transfer of remittances to the accounts section.

1. Reconciliation. The employee receiving remittances from the cashier must run an adding machine tape of the remittances to check the accuracy of the report tape before the remittances are accepted. If errors are found, they must be corrected as outlined in the User's Guide. The journal tape of transactions remains on the machine, and deposits are not made until totals are cleared and each fund and machine total is reconciled.

.64 Processing Errors. Examples of errors most commonly made in processing items through the receipting validating machine and the correction procedures to be applied are contained in the User's Guide. Corrections are documented on Form 1370-15, Corrections and Summary Sheet (see Illustration 11).

.65 Opening and Closing of Machine Operations. Machine operations are opened and closed by the employee designated by the Office Head. Cashiers must not perform this function. Procedures are covered in the User's Guide.

A. Cash Transactions Record, Form 1370-11. (See Illustration 10.) Use this form to maintain a record of totals read/cleared from the machine daily. Attach the form and the report tape to Form 1370-15 and forward to the accounts section personnel. They support the Deposit Ticket and the Collection Data Sheet.

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.7 Fees. The Bureau charges users of land or BLM sponsored services a fee for the use of that land or service. Generally, there are three types of fees; use fees, filing fees, and copy fees.

.71 Use Fees. Generally these fees are charged for one-time or short-term use of lands, such as recreation sites, or for removal of mineral or vegetative materials, such as sand or firewood. These fees are usually set locally based on the fair market value of the materials sold.

.72 Filing Fees. These are fees charged for the filing of application or other documents for the use of public land or resources. In most cases, filing fees are not returnable. All filing fees are deposited to 140850, Registration and Filing Fees.

.73 Copy Fees. These are fees charged for copies of official records maintained by the Bureau. Copy fee collections are deposited to 14-1109, Management of Lands and Resources. The amount of charges is set by the office head and should reflect the cost of manpower and machine use, plus the current percentage rate for administrative costs, rounded up to the next five cents. In addition, a charge of \$.25 is made for each certificate of verification and seal attached to the authenticated copies.

A. Charges. Sales of copies of records on a credit basis to the general public are not permitted. Credit sales to State and local governments are permitted.

B. Waiver of Fees. The head of the office making copies may waive fees, including the \$.25 charge for certification, in the following instances:

1. Amount. If the total charges for producing the copy is less than \$3.00.

2. Public Benefit. If the requester can demonstrate that the information primarily benefits the public as opposed to the requester. This includes individuals or associations that have an official, voluntary, or cooperative relationship with the Bureau in rendering assistance toward its work, such as Advisory Councils or Boards. The fact that a requester is a non-profit organization does not necessarily mean it represents the public interest. Many non-profit organizations exist solely to represent the private views and beliefs of their members.

3. Freedom of Information. Part 2, 43 CFR, contains the procedures to be followed and the schedule of fees to be charged for Freedom of Information and Privacy Act requests. If the total charge for producing copies is less than \$25, the head of the office should consider waiving the fees.

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C. Furnishing Records Without Charge. Provide one copy of official records free in each of the following instances:

1. Gratuitous Publications. For unauthenticated copies of any rules, regulations, or instructions printed by the Government for gratuitous distribution.
2. Information Media. To press, radio, television, and newsreel representatives for dissemination through the media to the general public.
3. Donors. To donors with respect to the original of their gifts.
4. Custom. When furnishing the service free conforms with generally established business custom, such as furnishing personal reference data to prospective employers of former Government employees.
5. Personal Benefits. To persons who require copies of records or information from the records in order to obtain financial benefits to which they may be entitled (e.g., veterans or their dependents, employees with workmen's compensation claims, or persons insured by the Government).
6. Transcript of Hearings. Furnish a copy of the transcript of a hearing before a hearing board in an adverse action or grievance proceeding without charge to the employee for whom the hearing was held.
7. Personal Record. To a person who has been required to furnish a personal document (e.g., birth certificate), for retention by the Bureau or the Department.
8. State and Local Governments. To agencies of State and local governments which are carrying on a function related to that of the Bureau or Department, when furnishing the service will help to accomplish an objective of the Bureau or Department.
9. Other Government Agencies. For one copy of official records which are required for official use by the officers of any branch of the Federal Government.
10. National/International Groups. To national governments and international agencies when furnishing the service without charge is an appropriate courtesy.
11. Economy of Operations. When providing the service free saves costs, or yields income equal to the cost, as in the case of cost-type contracts.

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D. Type of Record or Service. Fees are normally charged for the following types of records or services:

1. Materials. These include items stocked for official use but not for gratuitous distribution such as handbooks, study reports, etc. Most materials are stored at the Service Center and customers should be referred to the Service Center Director (D-559B) unless the customer prefers office copier service.
2. Other Paper Records. These include case-type records, serial pages, field notes, survey plats, land status and use records, and all other records available to the public.
3. SOG Lists. These include both lists of parcels available for simultaneous oil and gas filings and lists showing the results of the drawings. The fee should be based on the average length of lists during the previous 12-month period. Review the fees at the beginning of each fiscal year and make any necessary adjustments.
4. Protraction Diagrams. These include planning units, colorquads, etc.
5. Microfilm. These include paper copies from microfilm and duplicating rolls of microfilm.
6. Microfiche or Aperture Cards. These include both film and card duplication.
7. Typewritten Copies. These include proofreading. Charge by the page.
8. ADP Printout or Tape. Contact the Service Center Director (D-200) to determine if the records are available. Personnel in SCD (D-200) will produce them if they are and will (a) transmit them by wire if there are 20 copies or less, or (b) mail them to the requesting office if there are more than 20 copies, or if requesting office does not have a terminal.

1372 - COLLECTIONS

Glossary of Terms

- A -

Accounts Receivable: A firm debt for which a bill has been issued. Courtesy billing notices and other bills which are payable prior to the due date, or cancelled if not paid, are not accounts receivable.

Accounts Receivable, Installment: A firm debt for which a bill has been issued, but which is payable in regular installments over a period of time. The bill is issued for the entire amount with an annotation of the amount due for each installment. The entire amount of the bill is the accounts receivable.

Application: A petition for the use of various lands, resources, or services of the Bureau. Usually an application fee is required.

- B -

Bid Deposits (Sales): An amount tendered with a bid as required by regulation. Usually one-fifth of the total bid is required. These deposits are usually returned undeposited if the bid is not accepted.

Bonds, Bid, (Contracts): An amount tendered with a bid on a construction contract estimated to exceed \$2,000 to guarantee execution within a reasonable length of time and the provision of performance and/or payment bonds if required.

Bonds, Performance: This bond is required on all construction contracts over \$2,000 and provides a guarantee by a third party (surety) that the work will be done correctly and on time.

Bonds, Payment: This bond is required on all construction contracts over \$2,000 and provides for the protection of persons furnishing labor and materials to the contractor for use on that contract.

- C -

Check, Uncollectible: Checks that are returned from the bank upon which they are drawn without being honored, usually because of insufficient funds, stop payment, or account being closed.

Collections: All monies received in the course of BLM activities. Such monies are remittances from the person submitting the funds.

Collections, Earned: Monies received in the course of BLM activities for services or value received.

Collections, Suspense: Monies received which are unidentified and must be either refunded or transferred to another account.

Collections, Unearned: Monies received in the course of BLM activities that have not been earned but will probably be earned in the future. Any not earned must be refunded.

1372 - COLLECTIONS

Contributions, Rehabilitation: Forfeited bonds or deposits for restoring land surfaces after land-use contracts, leases, or permits, are completed.

Collections, General: Donations of money, services, or property for the improvement, management, use, and protection of the public lands and resources.

Contributions, Range Improvements: Monies received for the administration, protection, and improvement of lands within or without a grazing district. Donations may be made by private contributions or by Grazing Advisory Boards.

Courtesy Notice: A notice issued as an advance billing before the Bureau actually earns the money. Such notices are not accounts receivable.

Courtesy Deposits: Monies collected for another Federal agency as a courtesy. These may be deposited directly to that agency's account or to a Bureau account and later transferred.

- D -

Deposit: Monies deposited to a Treasury account through the Federal Reserve Bank or through a designated depository.

- F -

Fees: Monies collected for BLM services or use of BLM lands, such as copy fees, use fees, road maintenance fees, etc.

- L -

Leases: An agreement for the use of BLM lands for a fee and for a set period.

- R -

Receipt Account: Accounts set up by Treasury for deposit of collections received for specific purposes. Receipt accounts are classified by purpose.

Receipts, Available: Collections that are available for expenditure pursuant to law or agreement without further Congressional action.

Receipts, Unavailable: Collections that are not available for expenditure because further action is required, a limitation is established, or warrant action must be taken.

Refunds: Repayments of excess payments. Must be directly related to previously recorded expenditures and represent reductions of those expenditures.

Reimbursement: Repayment for commodities, work, or services furnished or to be furnished which will be credited to the appropriation financing such items.

Remittances: Monies remitted by customers of the Bureau. (See Collections.)

1372 - COLLECTIONS  
CLASSIFICATION OF COLLECTIONS

TABLE 1  
(2)

FUND SYMBOL	TITLE	REPORT BY:				COMMODITY AND USE																																	
		State	County	Grazing District	Land Code	Other	Asphalt	Coal Rent	Coal Bonus	Grazing	Mineral Leasing	Geothermal Bonus	Oil & Gas Rents	Oil & Gas Bonuses	Phosphate	Potash	Rent/Land	Right of Way Fees	Road Use	Sale/Land	Materials	Sodium	Geothermal Rent	Sulphur	Timber	Oil Shale Rent	Oil Shale Bonus	Royalties	All Other										
		02	04	05	06	08	09	10	11	12	14	16	18	20	22	24	28	29	30	32	33	34	40	90															
141811	Rent/Bonuses, Land Leases, Resources Exp. & Extraction	X																X																			X		
143220	Miscellaneous Receipts	X																																			X		
145003	Receipts from Mineral Leasing, Public Lands	X	X	X																																	X		
145016	Receipts, Grazing, etc., Outside Grazing Districts	X																																			X		
145032	Receipts, Grazing, etc., Within Grazing Districts	X																																			X		
145044	Receipts, Grazing, etc., Within Grazing Districts, Misc.	X	X	X																																	X		
145045	Receipts, Oil & Gas Leases, NPR in Alaska, BLM	X																																				X	
145128	Receipts from Sale of Public Land, Clark Co., Nv., BLM	X																																				X	
145134	Montes Due Okla., from Royalties So. Half Red River	X																																					
145881	Sale of Public Lands & Materials	X	X																																			X	
145882	Oregon & California Land - Grant Fund	X																																				X	
145896 11	Receipts from National Grasslands, BLM	X	X																																			X	
145897	Coos Bay Wagon - Road Grant Fund	X																																					X

INSTRUCTIONS

1. Use 145003.001 for State Selected Lands Collections when not deposited by MMS.  
Use 145003.3 for Right of Way, Oil & Gas Pipeline Lease Collections.
  2. Report Receipts by Municipality, use "other identification" field on the Collection Data Sheet.  
Note: All other revenue collected by BLM is reported by State.  
All revenue collected for other agencies is reported by State and Commodity.  
All revenue collected by Geological Survey for BLM is reported by State and Commodity.
- Type of Land Codes: 01 - Public Domain  
02 - Range Improvement  
04 - Section 3 LU Lands  
05 - Section 15 LU Lands

1372 - COLLECTIONS

Deposit Ticket

STANDARD FORM 215 (7/76) PRESCRIBED BY DEPT. OF TREASURY 1 FORM 5-2000		DEPOSIT TICKET		DEPARTMENT OF THE TREASURY BUREAU OF GOVERNMENT FINANCIAL OPERATIONS	
(1) DEPOSIT NUMBER 301449	(2) DATE PRESENTED OR MAILED TO BANK M M D D Y Y 01-02-80	(3) 8-DIGIT AGENCY ACCOUNTING STATION CODE OR AGENCY DISBURSING OFFICE SYMBOL 14-11-0008	(4) AMOUNT 9,999.99	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION - DASH'S SIGN	
(5) AGENCY USE					
(7) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS U.S. DEPARTMENT OF INTERIOR BUREAU OF LAND MANAGEMENT NV950 BLDG- 50, DENVER FEDERAL CENTER DENVER, COLORADO 80225			(6) NAME AND ADDRESS OF DEPOSITORY FEDERAL RESERVE BANK OF KANSAS CITY DENVER, COLORADO 80217		
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS			AUTHORIZED SIGNATURE		CONFIRMED DATE
110 DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE.			ORIGINAL		MEMORANDUM COPY
110 DEPOSITOR RETAIN THIS COPY WHEN MAKING DEPOSIT. AFTER RECEIVING CONFIRMED COPY FROM BANK INSERT THE CONFIRMED DATE IN BLOCK NO. 151 ABOVE ON THIS COPY AND SUBMIT THIS COPY WITH YOUR MONTHLY REPORT TO THE DEPARTMENT OF THE TREASURY.			DEPOSITARY COPY		AGENCY COPY
110 DEPOSITOR RETAIN THIS COPY FOR INTERNAL USE. DO NOT SUBMIT THIS COPY TO DEPOSITARY.			AGENCY COPY		CONFIRMED COPY
110 DEPOSITARY DATE, SIGN, AND RETURN THIS COPY TO DEPOSITOR.			CONFIRMED COPY		

INSTRUCTIONS

This form is designed to be processed on optical character recognition equipment. All entries must be typed, single-spaced, horizontally. Typeovers, erasures, and other corrections are not permitted. American National Standards Institute's Optical Character Recognition A font (ANSI OCR-A) 10-pitch type is to be used if available. If not available, PICA, 10-pitch may be used. Adjutant, advocate, artisan, courier, delegate, gothic, italic, scribe, script, etc. are not acceptable.

- 1 Contains a preprinted, six-digit number used by Treasury's central accounting and reporting systems for generating Audit and Reconciliation Reports for depositor agencies. Voided forms are not accountable to Treasury. The original voided Deposit Tickets will be retained with agency copies of good forms.
- 2 Type the date the Deposit Ticket was mailed or presented to the depository. The date consists of three, two-digit, single-spaced groups of numbers in month, day, and year order, separated by hyphens. The first digit will be to the left of the broken line. For example, January 2, 1980, will be typed: 01-02-80.
- 3 Enter the Agency Location Code (ALC), formerly Accounting Stations Symbol, of the agency for whom the deposit is being made. ALC's are single spaced. The first digit of the ALC will be to the left of the broken line. If the ALC is four digits, it will be typed 1234. If the ALC is eight digits, there will be a dash after the second and fourth digit.
  1. The ALC for the Bureau of Land Management is 14-11-0008.
  2. On courtesy deposits, obtain the ALC from the other agency.
- 4 Type the amount of the deposit. Normal punctuation, commas, and decimal points are used but omit dollar and cent signs. The first digit is typed to the left of the broken line. For example, \$9,999.99 will be typed 9,999.99.
- 5 To be used only in the case of courtesy deposits. In this case, enter the office name, address, and the fund to which the deposit is to be made. If more than one fund is involved, show the amount applicable to each. Courtesy deposits can be made only when the entire amount belongs to the other agency. If a remittance is split between BLM and another agency, deposit the other agency's portion to the Budgetary Clearing Account, 14F3875(11), and transfer the amount due to the other agency by SF 1081 or Government check. The BLM portion will be deposited to the applicable account.
- 6 Enter the name and address of the depository.
- 7 Type the name and address of the agency for which the deposit is made. It must agree with the ALC in block three.
  1. In the case of deposits for BLM, the address is:  
U.S. Department of the Interior  
Bureau of Land Management  
Bldg. 50, Denver Federal Center  
Denver, Colorado 80225  
Enter your office code after "Bureau of Land Management" to aid in identification.
  2. In the case of courtesy deposits, obtain the correct name and address of the other agency.



UNITED STATES  
 DEPARTMENT OF THE INTERIOR  
 BUREAU OF LAND MANAGEMENT

**RECEIPT AND ACCOUNTING ADVICE**      No. 1223502

Form 1370-41  
 March 1984

Subject: ASGN ①      nn/WY. 4-11-XX 1 0 1104 1 25.00 ①

Applicant: SUN OIL COMPANY  
 BOX 3847  
 DENVER, CO 80133 ①

Remitter: ①

Assignor: O.G. Campbell ②

LEASE MANAGEMENT DATA     NEW     UPDATE     PAYMENT    ②

ORIGINAL SERIAL NO.	ASG.	TYPE	ST.	CTY.	FUND SYMBOL				ACRES/UNITS	RATE
W 0344	A	OGP	056	037	1	4	5	003	4000	\$1.00

AMOUNT	ANV. DATE	EXP. DATE	BILL CYC.	S/C	DISTRICT	NEXT BILL	MISC. DATA	U of M	ACTUAL UNITS
\$4000.00	5/1/XX	4/30/XX	1 yr		W-4	4/30/XX			

ASSIGNMENT SERIAL NO.	ASG.	TYPE	ST.	CTY.	FUND SYMBOL				ACRES/UNITS	RATE

AMOUNT	ANV. DATE	EXP. DATE	BILL CYC.	S/C	DISTRICT	NEXT BILL	MISC. DATA	U of M	ACTUAL UNITS

APPLY REMITTANCE

ACTION	FUND SYMBOL	CTY.	AMOUNT	Remarks:
FILING FEE	140850			
RENTAL				
UNEARNED				
REFUND				
TOTAL				
AMOUNT DUE				

BY: *Ron Wells*      DATE: 5/1/XX

<input type="checkbox"/> Lease in Escrow?	<input type="checkbox"/> Of Interest?	<b>FOR MMS USE ONLY</b>
<input type="checkbox"/> RGST	<input type="checkbox"/> Operating Rights?	
<input type="checkbox"/> Auto Escalates?	<input type="checkbox"/> Operator	
<input type="checkbox"/> Auto Renew?	<input type="checkbox"/> Bond Filed?	

BILLEE NUMBER	FOREST REFUGE
OCS SECTION	
CODE	

UNEARNED FILE COPY
COLLECTION VOUCHER COPY
ACCOUNTING ADVICE COPY
CASE FOLDER COPY
RECEIPT

INSTRUCTIONS

INSTRUCTIONS:

This form is used for all collections for which another form is not specifically prescribed, including deposits to unearned accounts and new, update, or payment transactions required by the Automated Lease Management System.

① All Sections of the form marked with number one are completed by the cashier.

DISTRIBUTION:

Upon completion of all sections indicated above, the cashier makes the following distributions of the copies:

Unearned File Copy and Collection Voucher Copies to Accounts Section.

Accounting Advice and Case Folder copies to the Adjudication Section through the Dockets Section.

Receipt Copy to the customer.

② These Sections are the responsibility of the Adjudication Section but may be completed by some other section depending upon local office procedures. In various offices this may be a cashier or an accounts clerk. Up to three lines of data can be entered in each section. If more than three lines are needed to complete the data, reproduce the Accounting Advice Copy.

DISTRIBUTION:

Upon completion by the Adjudication Section, the Accounting Advice Copy goes to the Accounts Section.

③ Complete this section by marking in the blocks, NEW, UPDATE, or PAYMENT.

1372 - COLLECTIONS

Ledger Card

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT  LEDGER CARD		Name <b>John Hinton</b> Address <b>512 Kent Street Salem, Oregon 97304</b>	Date <b>8/14/80</b> Term <b>24 months</b>	Contract Number <b>36-080-TSO-140</b> Installment Amount <b>\$10,000</b>		
District <b>Coos Bay</b>	County <b>Coos Bay</b>	Land (Circle) CBWR %    O&Q00 %    PD %    BR % Bond <b>\$20,000</b> Legal Description				
Management Area and/or Unit <b>Coos County, Oregon (O &amp; C)</b>						
Timber						
4549	M ft. Douglas Fir	@ \$ 21.75	\$ 98,940.75	M ft.	@ \$	\$
123	M ft. Hemlock	@ \$ 12.10	\$ 1,488.30	M ft.	@ \$	\$
2	M ft. Red Cedar	@ \$ 5.95	\$ 11.90	M ft.	@ \$	\$
	M ft.	@ \$	\$ 100,440.95	M ft.	@ \$	\$
	M ft.	@ \$	\$	M ft.	@ \$	\$
	M ft.	@ \$	\$	M ft.	@ \$	\$
Remarks or Notes:						
DATE	REFERENCE AND DESCRIPTION	CUTTING REPORTS	ACCOUNTS RECEIVABLE		SALES	CONTRACT BALANCE
			DEBIT	CREDIT		
8/31/80	Contract #140					
8/31/80	1st Install. 1370-1 #A-74516		10,000	10,000	100,440.95	100,440.95
9/15/80	2nd Install. 1370-1 #A-90512		10,000	10,000		90,440.95
						80,440.95

Form 1370-26 (August 1969)

(continued on reverse)

INSTRUCTIONS

**INSTRUCTIONS:** This form is used to record the balance due (unmatured) on timber sales contracts involving partial payments. One copy of the form is prepared for each timber sale involving an unmatured balance. Ledger cards are maintained by the District Offices.

Record of Remittance Received

Form 1370-42 (October 1978)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

RECORD OF REMITTANCE RECEIVED  
DO NOT ACCEPT AS RECEIPT

COPY FEES

Apply

Refund

Additional Due

Authorized officer (signature) Date

AMOUNT RECEIVED

4/13/79 1 0 1109 3 \$25.00

COLLECTION COPY

ACCOUNTING COPY

CASE COPY

RECEIPT

INSTRUCTIONS

INSTRUCTIONS:

This form is used with receipting and validating machines only. Primarily it is used for sale of copies, unidentified remittances, and cash transactions which require an immediate issuance of a receipt.

DISTRIBUTION:

COPIES	PURPOSE OF THE RECEIPT		
	Purpose Not Identified	Copy Fees	SOG Filing or Other Similar Collection Type
Collection Copy (White)	To Accounts: Supports deposit, refund, etc.	To Accounts: Supports deposit, refund, etc.	To Accounts: Supports deposit, refund, etc.
Accounting Copy (White)	To Accounts: Supports items removed from Undeposited Remittance Register.	To Reproduction Unit: Returned to Accounts to advise of refund, etc.	To Adjudication: Returned to Accounts to authorize refund, deposit, etc.
Case Copy (White)	To case file, if applicable.	Retained by Reproduction Unit to support orders for copies. File chronologically.	To Adjudication: To case file.
Receipt Copy (Pink)	To remitter or destroy.	To remitter with records delivered or mailed.	To remitter or destroy.

1372 - COLLECTIONS

Permit Fee Envelope

<p style="text-align: center;">FORM APPROVED OMB, NO. 1004-0133 Expires June 30, 1986</p> <p style="text-align: center;"><b>U.S. DEPARTMENT OF THE INTERIOR</b> <b>BUREAU OF LAND MANAGEMENT</b></p> <p style="text-align: center;"><b>PERMIT FEE ENVELOPE</b> <i>(Instructions on reverse)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Campsite number</td> <td style="width: 20%;">DATE(S)</td> <td style="width: 20%;">FROM</td> <td style="width: 20%;">TO</td> <td style="width: 20%;"></td> </tr> <tr> <td>Your Zip Code</td> <td>Number in Party</td> <td>Fee Paid (amount)</td> <td></td> <td>VEHICLE LICENSE</td> </tr> <tr> <td></td> <td></td> <td>\$</td> <td></td> <td>STATE</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>NUMBER</td> </tr> </table> <p>Golden Age or Golden Access Passport Number (if applicable).</p> <p>Check primary purpose of visit:</p> <p> <input type="checkbox"/> Camping    <input type="checkbox"/> Picknicking    <input type="checkbox"/> Fishing    <input type="checkbox"/> Hunting  <input type="checkbox"/> Water Sports    <input type="checkbox"/> Winter Sports    <input type="checkbox"/> Sightseeing    <input type="checkbox"/> Off-Road Vehicle Use  <input type="checkbox"/> Nonmotorized Travel    <input type="checkbox"/> Other (specify)     </p>	Campsite number	DATE(S)	FROM	TO		Your Zip Code	Number in Party	Fee Paid (amount)		VEHICLE LICENSE			\$		STATE					NUMBER	<p style="text-align: center;"><b>RECREATION PERMIT</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">FROM</td> <td style="width: 20%;">TO</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>VEHICLE LICENSE</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>NUMBER</td> </tr> </table> <p style="text-align: center;"><i>Good for one visit only</i> <b>DETACH AND DISPLAY ON VEHICLE DASHBOARD THIS SIDE UP</b></p> <p style="text-align: center;">NO.</p>	FROM	TO								VEHICLE LICENSE					NUMBER
Campsite number	DATE(S)	FROM	TO																																	
Your Zip Code	Number in Party	Fee Paid (amount)		VEHICLE LICENSE																																
		\$		STATE																																
				NUMBER																																
FROM	TO																																			
				VEHICLE LICENSE																																
				NUMBER																																
ON	RECEIPT																																			
<p style="text-align: center;"><b>INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>1. Select site.</li> <li>2. Place fee in envelope. If paying by check, make the check payable to the Bureau of Land Management (note that holders of Golden Age or Golden Access Passports pay half price).</li> <li>3. Fill out outside completely and return to entrance.</li> <li>4. Detach permit/receipt and place on dashboard.</li> <li>5. Drop envelope in deposit box.</li> </ol> <p>The Paperwork Reduction Act of 1980 (44 U.S.C. 3501, et seq.) requires us to inform you that:</p> <p>Information is being collected to issue a developed site use permit under 36 CFR 71. Information will be used to ensure proper payment of fees. Response to this request is required to obtain a benefit.</p>	<p>This receipt shows that you have paid the required fees for the site or facility which you are using.</p> <p style="text-align: center;"><b>NOT VALID AT ANY OTHER SITE OR FACILITY</b></p>																																			

1372 COLLECTIONS  
Payment Statement

Form 1370-10  
(November 1964)  
(formerly 4-1189)

**UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT**

**PAYMENT STATEMENT**

Number NY-040-19 ①  
Date 6/20/80  
Serial Number \_\_\_\_\_

Statement of under payment or overpayment       Debit or credit memorandum

Name Rollin C. Goddard  
2920 S. Enright Drive  
Biloxi, Mississippi 39530

② DEBIT	③ CREDIT
\$ <u>168.00</u> Amount payable	\$ _____ Amount paid
<u>160.00</u> Amount paid	Amount payable
\$ <u>8.00</u> Balance payable to Bureau	\$ _____ Balance due remitter
\$ _____ Other (specify) _____	\$ _____ Other (specify) _____

Remarks: \_\_\_\_\_

*Rollin C. Goddard*  
(Signature)

INSTRUCTIONS

INSTRUCTIONS:

Issue this form when a collection is greater or less than the amount due, or to become due, provided: (1) There is time for the remitter to pay the additional amount and comply with the regulations; (2) the payment will not be corrected through adjudication or other billings; and (3) the amount is a valid debt to the Government.

- ① Number consecutively (beginning with "1" at the beginning of each fiscal year; also, show the related bill or receipt number.
- ② Complete this section if the amount received is less than the amount that was due.
- ③ Complete this section if the amount received is more than the amount due; show the fund symbol to which the overpayment was deposited.

DISTRIBUTION:

Overpayments less than \$1.00:

1. Amounts classified as Accounts Receivable.  
Original: Use to prepare and support Form 1370-35 increasing accounts Receivable; file numerically.  
Duplicate: Attach to collection voucher copy of bill to support the Deposit Ticket.  
Triplicate: To case file.
2. Amounts classified as Accounts Receivable.  
Original: To numerical file.  
Duplicate: Attach to collection voucher copy of notice to support the Deposit Ticket.  
Triplicate: To case file.

Overpayments \$1.00 or More:

1. Amounts classified as Accounts Receivable:  
Same as 1. above except prepare a fourth copy and file with unpaid notices until the amount is earned or refunded; use to support the SF-1166, SF-1081, etc.
2. Amounts classified as courtesy payments:  
Same as 2 above, except prepare a fourth copy and file with unpaid notices until amount is earned or refunded; use to support SF-1166, SF-1081, etc.

Distribution Continued:

Underpayments:

- Original: To remitter.  
Duplicate: To unpaid bill or notice file; supports the Deposit Ticket, when paid.  
Triplicate: To numerical file.  
Quadruplicate: To unpaid bill or notice file; to case file when paid.

1372 COLLECTIONS

Temporary Receipt

Form 1370-18 (April 1965) (formerly 4-1191)	UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT	25432
Date <u>6/19/80</u>	TEMPORARY RECEIPT	Credit is subject to clearing of any checks. This is not a permit, license, or lease.
Received \$ <u>137.60</u>		
On account of <u> Sect. 15 lease # 063899</u>		
Received from: <u>Randolph C. Stephens</u> <u>Glenswood Springs, Co.</u>		<u>Tom J. Davis</u>
Green - Collection Voucher Copy		
Canary - Numerical File Copy		

**INSTRUCTIONS:** This form is prescribed for collections of any kind which are made while away from the office.

**DISTRIBUTION:**

Original - Give to the individual making the payment.

Collection Voucher Copy - Furnish to the accounting office with the remittance.

Numerical File Copy - Retain in book.



Oil and Gas Rental Deficiency Notice



UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Cheyenne, Wyoming 82000

IN REPLY REFER TO  
1372 (943)

Date March 9, 1980

**OIL AND GAS RENTAL DEFICIENCY NOTICE**

This is to inform you that your annual rental payment on Federal oil and gas lease, serial number 12345, received in the above office on March 8, 1980, was deficient in the amount of \$3.00

Pursuant to Title 43 of the Code of Federal Regulations Section 3108.2-1(b) you have fifteen (15) days from the date of receipt of this Notice or until due date of lease, whichever is later, to submit the total balance due to this office. Failure to pay balance due will mean that the lease will have terminated by operation of law as of its anniversary date.

  
(Authorized Officer)

Form 3108-3 (December 1971)



1372 - COLLECTIONS

Cash Transactions Record

DEPOSIT ITEMS		FUND SYMBOL	FUND CODE	NUMBER					
				LOCK		TRANSACTION		Office	Date
				1	5	1000	1193		
									4/12/81
CASH TRANSACTIONS RECORD									
DEPOSIT ITEMS	FUND SYMBOL	FUND CODE	① MACHINE TOTALS	② CASHIER CORRECTIONS	③ ADJUSTED TOTALS	④ ACCOUNTS CORRECTIONS	⑤ ADJUSTED TOTALS		
Filing Fees	140850	1	1,323.00	(100.00)	1,223.00		1,223.00		
R/W Rentals	142469	2	723.00		723.00	(113.00)	610.00		
Copy Fees	14-1109	3	210.00	(10.00)	200.00		200.00		
Rent of Land	141812	4	1,695.00	10.00	1,705.00		1,705.00		
Mineral Leasing (PD)	145003	5	1,201.00		1,201.00		1,201.00		
Sale of Land and Materials	145381	6	624.00		624.00		624.00		
Unearned	14X6800	7	6,297.00		6,297.00		6,297.00		
Suspense	14X6875 (11)	8	610.00		610.00		610.00		
Rent and Bonuses, Land Leases	141811	9							
		10							
④		11							
		12							
		13							
Miscellaneous Collections ⑤	(See Reverse)	14	28.00		28.00		28.00		
Deposit Total		15	12,711.00	(100.00)	12,611.00	(113.00)	12,498.00 ⑩		
Unidentified ⑥		16	5.00		5.00		5.00		
Register Total		17	12,716.00	(100.00)	12,616.00	(113.00)	12,503.00		
Cash		18	12,005.00		12,005.00		12,005.00		
Checks		19	711.00	(100.00)	611.00	(113.00)	498.00		
Totals		20	12,716.00	(100.00)	12,616.00	(113.00)	12,503.00 ⑪		
Error Corrections ⑦		21	45.00		45.00		45.00		
Remarks									

INSTRUCTIONS

INSTRUCTIONS: This form is prepared by offices using receipting and validating machines.

The following portions are prepared by the Cashier:

- ① Transcribe from the journal tape totals upon clearing the machine.
- ② Transcribe from Form 1370-15 (See Illustration 11).
- ③ From the Machine Totals column add or subtract items in Cashier Correction column. Enter the results in the first Adjusted Totals column.
- ④ In this space assign receipt symbols as needed for Fund Codes 10-13.
- ⑤ Explain on the reverse of this form any items entered on this line.
- ⑥ Enter only unidentifiable items received but not for deposit at this time.
- ⑦ Enter machine error corrections on this line.

The following portions are prepared by the Accounts Section Personnel:

- ⑧ Enter manual corrections made by the Accounting Section.
- ⑨ From the Adjusted Totals column add or subtract items in Accounts Corrections column and enter the results in the final Adjusted Totals column.
- ⑩ Total all columns.
- ⑪ This total gives the total collections processed during the day.

INSTRUCTIONS

This form is used by the cashier during the day to record machine error corrections as they occur. After clearing the machine, the cashier records any manual error corrections made. Accounts personnel record any error corrections they make during their audit.

Form 1370-15  
(January 1979)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

① Sheet (number) 174 Date 4/12/79  
Office Wyoming State Office  
 Cashier  Accounts ⑥

② CORRECTIONS AND SUMMARY SHEET

TRANSACTION NUMBER		FUND CODE	INCREASE	FUND CODE	DECREASE
INCORRECT	VOIDED	CORRECT			
1040	1041	1042			
1004				1	10.00
1054			5	10.00	3
1099					2

- ① The cashier provides the sheet number, date, and Office. The sheets are numbered consecutively beginning with one at the start of each new fiscal year. A log is maintained for this purpose if needed.
- ② The cashier enters incorrect numbers as these are discovered during the day. In the VOIDED and CORRECT columns, the cashier enters the action taken to make the necessary corrections.
- ③ For each entry in the TRANSACTION NUMBER columns, the cashier enters the appropriate Fund Code from SUMMARY on lower portion of this form.
- ④ Enter money amount in appropriate Increase or Decrease column.
- ⑤ Summary Section is completed by the cashier and audited by the Accounts Section personnel. The summary data is posted to Form 1370-11. (See illustration 10.)
- ⑥ This block is completed by the Cashier or the Accounts Clerk as appropriate.

SUMMARY ⑤

FUND CODE	INCREASE	DECREASE	NET + OR (-)	FUND CODE	INCREASE	DECREASE	NET + OR (-)
1		100.00	(100.00)	9			
2		113.00	(113.00)	10			
3		10.00	(10.00)	11			
4				12			
5	10.00		10.00	13			
6				14			
7				16			
8							

Explanation of Samples of Correction Transactions:  
 Fund Code 1 - Check for \$10 entered as \$110.  
 Fund Code 2 - Check for \$113 determined to be non-negotiable  
 Fund Code 3 - Check for \$10 for rent of land validated into copy fees.  
 Fund Code 5 - Check for \$10 charged to fees, corrected to charge rent of land.

1372 - COLLECTIONS

Undeposited Remittances Register

Form 1370-16  
(September 1964)  
(formerly 4-1716)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

UNDEPOSITED REMITTANCES REGISTER

DATE	REMITTER	AMOUNT	RETURN	TRANSFER	DEPOSIT	DATE	REF.	BALANCE
3/1	Allie Bryant	160 00		160 00		3/4	76	
3/4	Whittaker-Davis	11 00	11 00			3/4	60	
3/4	Phyllis T. Davidson	120 16			120 16	3/5	DT 119	
3/4	Culmore Development Co.	1,170 00			1,170 00	3/5	DT 119	
3/4	James Whitmore	319 82			319 82	3/5	DT 119	
3/5	John Zellingo	432 70	432 70			3/7	61	
3/5	Stuart Dominick	2,180 00		2,180 00		3/7	77	
3/12	Phillips Petroleum Corp.	3,121 16		3,121 16		3/14	78	
3/14	Lackamore Industries	701 00			701 00	3/16	DT 123	
3/18	George M. Cooper	10 00			10 00	3/20	DT 126	
3/21	Princeton Inc.	100 00			100 00	3/23	DT 135	
	TOTALS	8,325 84	443 70	5,461 16	2,420 98			

INSTRUCTIONS

INSTRUCTIONS:

This form is maintained by all offices to establish control and accountability for collections which are not deposited immediately, such as unidentified remittances.

Except for items exempted by 1372.33, amounts on this register must not remain undeposited at the end of the accounting month; any undeposited remittances other than those specified in .33 are deposited to 1458875 - Suspense.

On the last day of the accounting month, report the balance undeposited to the Service Center Director (4-512) on a Collection Data Sheet, Form 1370-35.

1372 - COLLECTIONS

Notice of Return of Remittance

Form 1370-21  
(October 1964)  
(formerly 4-1345)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

NOTICE OF RETURN OF REMITTANCE

Date	March 23, 19XX
Office	Idaho SO (ID-950)
Serial Number	I-24567

Name  
Street  
City & State  
Zip code

James B. Smith  
680 Russell Avenue  
Burley, Idaho  
51426

Your  check  money order numbered **DM/501**, dated **March 18, 19XX**

drawn on **First National Bank, Burley, Idaho**

located at **Burley, Idaho**

in the amount of \$ **25.00**, is returned herewith for the following reason:

- After inquiry, it does not appear that this remittance pertains to the Bureau of Land Management.
- The remittance has not been signed by the maker. Please sign and return promptly to this Office.
- The check must be endorsed before it is negotiable by the Bureau of Land Management. Please endorse and return the check promptly to this Office.
- This check has been replaced by a new remittance received from you.
- The remittance is negotiable by a party other than the Bureau of Land Management. Please submit a new remittance made payable to the Bureau of Land Management.
- The check is post dated. Please submit a new check.
- The name or address of the bank is not shown. Please submit a new check.
- The wording of the endorsement of the remittance prohibits its acceptance by the Government. Please submit a new remittance.
- The figure amount of the check does not agree with the written amount. Please submit a new remittance.
- This is a duplicate payment. According to our records the amount was originally paid on \_\_\_\_\_ by \_\_\_\_\_. Therefore, your remittance is returned herewith.
- Other **Advance rental payment not required with Simultaneous Filings for oil and gas leases.**

/s/ **Welby A. Henson**

(Signature)

**Chief, Division of Management Services**

(Title)

1372 - COLLECTIONS

MASTER RECEIPT LIST

PAGE NO		MASTER RECEIPT LIST				DATE	
1		WYOMING				01/02/80	
LEASE NUMBER	ASO TYPE	LOCATION ST CTY	FUND SYMBO	BILLEE NAME AND ADDRESS	DUE-DATE	AMT-DUE	AMT-REC REC-DATE
EO 24790	OG P	49 035 14	5003	BELCO PETROLEUM CORP 630 3RD AVE NEW YORK NY 10017	01-01-80	\$104.00	\$104.00 12-20-79
EO 24790	A OG P	49 035 14	5003	BELCO PETROLEUM CORP 630 3RD AVE NEW YORK NY 10017	01-01-80	\$34.66	\$34.66 12-20-79
EO 23548	OG P	49 035 14	5003	BELCO PETROLEUM CORP 630 3RD AVE NEW YORK NY 10017	01-01-80	\$642.67	\$642.67 12-20-79
N 1337	A OG A	49 045 12	5896.4803	AMERADA PETROLEUM CORP P O BOX 2040 TULSA OK 74101	01-01-80	\$80.00	\$80.00 12-19-79
N 1340	OG A	49 005 12	5896.4803	HUCKABAY E DOYLE P O BOX 955 BOULDER CO 80301	01-01-80	\$80.00	\$80.00 12-19-79
N 1340	A OG A	49 005 12	5896.4803	THE FUNDAMENTAL OIL CORP 2014 MERCANTILE BANK BLDG DALLAS TX 75201	01-01-80	\$40.00	\$40.00 12-19-79
N 2130	OG A	49 045 12	5896.4803	WOLF ERVING 308 LINCOLN TOWER BLDG DENVER CO 80203	02-01-80	\$220.00	\$40.00 12-20-79
****				UNDER PAYMENT OF \$180.00, IF THE BALANCE IS NOT PAID BY DUE DATE, REF. 43 CFR, TERMINATION ACTION MAY BE INITIATED BY THE STATE OF ISSUE.			

Instructions

The Master Receipt List is generated by the computer for offices using automated billings. One copy is sent to Accounts where it is maintained for reference and public use.

1372 - COLLECTIONS

Unearned Collections Volume Control

UNEARNEED COLLECTIONS VOLUME CONTROL				Office Idaho State Office	
				Volume 3	
DATE	DOCUMENT REFERENCE	INCREASE	APPLIED	REFUNDED	ACCUMULATIVE BALANCE
<del>1980</del>					
April	116294-116999	29,612.00			26,612.00
5/16	1166-111			5,000.00	24,612.00
5/21	1310-17		1,000.00		23,612.00
May	117000-117180	13,218.00			36,830.00
6/11	1166-112			2,160.00	34,670.00
6/16	1166-113			3,109.00	31,561.00
6/19	1310-17		2,613.00		28,948.00
6/22	1166-114			1,232.00	27,716.00
June	1177181-117232	7,891.00			35,607.00

**INSTRUCTIONS:** This form is used to control unearned or suspense receipts. It must be maintained in the front of each volume of receipts. Record all collections, transfers, and refunds. This provides a cumulative balance of the receipts in the volume at all times. Prepare in the original only.

1372 - COLLECTIONS

Debit Voucher

STANDARD FORM 5515 (REV. 9-78) PRESCRIBED BY DEPT. OF TREASURY (TFRM 5-3000)		<b>DEBIT VOUCHER</b>		DEPARTMENT OF THE TREASURY BUREAU OF GOVERNMENT FINANCIAL OPERATIONS	
VOUCHER NUMBER	DATE OF DEBIT TO U.S. TREASURY'S ACCOUNT M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT		
(1) 2 5213	(2) 0 4-25-78	(3) 73-00-0001	(4) 4 927.00		
(5) <input checked="" type="checkbox"/> UNCOLLECTIBLE ITEM <input type="checkbox"/> OTHER (Explain in Block 6)		(6) DEPOSITARY USE CHECK NO. 123 OF JOHN JONES DTD. 02-21-78			
(9) DEPOSITORS TITLE, DEPARTMENT OR AGENCY AND ADDRESS ACCOUNTING DIVISION OFFICE OF BUDGET AND FINANCE SMALL BUSINESS ADMINISTRATION 1441 L STREET, N.W. ROOM 410 WASHINGTON, D.C. 20416			(7) NAME AND ADDRESS OF DEPOSITARY FEDERAL RESERVE BANK RICHMOND, VA. 23213		
			(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.  <i>John Doe</i> AUTHORIZED SIGNATURE		
DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE			<b>ORIGINAL</b>		
DEPOSITARY FORWARD TO DEPOSITOR. DEPOSITOR SUBMIT THIS COPY WITH MONTHLY REPORT TO DEPARTMENT OF THE TREASURY			<b>MEMORANDUM COPY</b>		
DEPOSITARY WILL RETAIN THIS COPY			<b>DEPOSITARY COPY</b>		
DEPOSITARY FORWARD TO DEPOSITOR			<b>CONFIRMED COPY</b>		

INSTRUCTIONS:

Standard Form 5515 is prepared by the depository.

Upon receipt, enter the fund symbol number immediately to the left of the words "Debit Voucher" on both copies.

See BLM Manual Section 1372.28B for distribution of copies.

1372 - COLLECTIONS

Remittance Inquiry and/or Advice

Form 1370-9  
(August 1974)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

REMITTANCE INQUIRY AND/OR ADVICE

Mr. Conrad L. Dempsey  
4709 Crittendon Street  
Forest Glen, Maryland

Date	July 25, 1981
Office	Washington, D. C.
Reference: Bill or Receipt Number	1370-20 - #370643
Debit Voucher	17
C/D Number	102
Serial Number	E-102345

Your  cash  money order  check number 486 dated July 3, 1981,  
drawn on First National Bank located at Washington, D. C.  
in the amount of \$ 10.00 has been deposited.

- Check was returned by bank as uncollectible. Please replace promptly by cashier's or certified check, bank draft, or money order.
- Check was returned by bank as uncollectible. Your offer or application is rejected as unacceptable.
- We are unable to identify purpose of remittance. Please advise promptly showing purpose, lease number, and name of lessee or applicant.
- According to our records, this amount for \_\_\_\_\_ was paid  
on \_\_\_\_\_ (Date) By \_\_\_\_\_ (Lessee or Applicant)  
Please advise promptly.
- Other

/s/ Legrand T. Myers  
(Signature)

Finance Officer  
(Title)

REMITTER

**INSTRUCTIONS:** This form is prepared for uncollectible checks returned to Treasury, remittances which cannot be identified, and remittances which appear to be duplicate payments. If it is definite that the remittance is a duplicate payment, it may be returned immediately with Form 1370-21, Notice of Return of Remittance.

**Distribution of Copies:** Original - Remitter; Duplicate - attach to bill/receipt copy in unearned, suspense, or unpaid bills file; Triplicate - to case file; Quadruplicate - chronological file.



1372 - COLLECTIONS  
Collection Transmittal

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
COLLECTION TRANSMITTAL

INSTRUCTIONS

Prepare in duplicate. Forward original with remittance and retain copy for chronological file.

To:  SD California (950)	From:  SD Nevada (950)
--------------------------------	------------------------------

Enclosed is the following-described remittance applicable to the accounts of your office.

<input checked="" type="checkbox"/> Check	<input type="checkbox"/> Money order	<input type="checkbox"/> Other	Filing fee	\$
Dated 7/15/XX	Identification number 18/702		Advance rental	
Serial number C-276390			Other (specify)	
Type of application or lease Oil and Gas			TOTAL	\$ 150.00
Name of applicant or lessee Milton T. Blake	Address (include zip code) 9208 Sheridan Avenue Fresno, California 23489			

Remitter (if other): T. Lindsey Alcove

<input type="checkbox"/> Please furnish status report
<input type="checkbox"/> Application and land status are transmitted under separate cover
<input type="checkbox"/> Application is attached
<input type="checkbox"/> Application is retained; forward green and goldenrod copies of receipt to

Remarks  
Payment sent to wrong office.

/s/ Philip Gordon  
(Authorized Officer)

7/19/XX  
(Date)

Chief, Accounts Section  
(Title)

## Batch Label

Form 1370-40 (July 1980)		UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT	
<b>BATCH LABEL</b>			
FOR DEPOSIT TICKETS RMAS AND LEASE SYSTEMS			
<input type="checkbox"/> Other Agency CD *			
State/Office *	ID-030		
Deposit Ticket Number *	(10)	22	
Confirmed date	(12)		
Block Number	(13)		
Range or Lease System Portion of \$	512.00		
Deposit *			
Remarks			
<hr/> * To be completed by Field Office only			

**INSTRUCTIONS**

This form is used with the Range Management Automated System (RMAS) and the automated Lease Management System to show collection data on a specific Deposit Ticket.

Complete only those items followed with an asterisk; other items are completed by the control clerk in the SCD (D-512).

Prepare original only, attach to documents (arranged in the order indicated below) and submit to SCD (D-512) daily.

**ARRANGEMENT OF DOCUMENTS**

If the Deposit Ticket includes 100 percent RMAS receipts, staple the documents together as follows:

- a. Batch label.
- b. Adding Machine Tape
- c. Remittance Advices
- d. System Control Documents
- e. Deposit Ticket

A separate Deposit Ticket and a separate Batch Label must be prepared for RMAS collections and Automated Lease Management System collection.

1372 - COLLECTIONS

Copy Work Request

Form 1370-44 (June 1981)		UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT		Reference Number <b>115805</b>	
<b>COPY WORK REQUEST</b>		Date <b>9/4/81</b>			
Name <b>John James</b>		FOR BLM USE ONLY			
Address (include zip code) <b>1236 Ames Pl. Houston, Texas 13578</b>		PREPAYMENT REQUIRED			
Telephone (include area code)		Paid by: <input checked="" type="checkbox"/> Check <input type="checkbox"/> Money order		\$ <b>5.00</b>	
<input type="checkbox"/> Waiting <input type="checkbox"/> Pick up <input checked="" type="checkbox"/> Mail		(Payable to BLM)		Cash \$ _____	
		Prepaid account		Account No. _____ Balance \$ _____	
DOCUMENT OR RECORD (Type)	CERTIFIED YES NO	NUMBER PAGES COPIES	COPIES (Total)	UNIT PRICE	TOTAL
5 Maps	X	5 1	5	1.00	5.00
Over payment of \$ _____ to be refunded by United States Treasury check - allow 30 days		Completed by: _____		Grand Total \$ <b>5.00</b>	
Refunds of Less Than \$1.00 Upon Request Only		Date: _____		New Balance \$ _____	
Remarks  _____ _____					
FILE COPY					
VOUCHER					
ACCOUNTING					
RECEIPT					

1372 - COLLECTIONS

Update or Notice of Payment Received

INSTRUCTIONS

This form is prepared by offices using the automated lease management system. It may be used as an input document to originate a new record, change an existing record, or report an advance payment.

Prepare a carbon set of Form 1371-18. Send original to the Service Center (D-512) and retain the carbon copy until original is returned with receipts, transaction list, master receipt list, etc., from the Service Center.

The following items on Form 1371-18 are referred to as the "Seven Identifiers" which must be completed to initiate a new record, change an existing record, or report an advance payment:

- ① State Name (Code) - Administrative State
- ② Serial Number of Lease
- ③ Type of Lease
- ④ Type Land
- ⑤ State (location of lease)
- ⑥ County (location of lease)
- ⑦ Fund Symbol

The following items are completed only as needed:

- ⑧ Suffix - Used to indicate renewal lease (base lease or A, B, C, etc., if an assignment).
- ⑨ ASG - Used to indicate lease has been assigned out of base lease or another assignment (A, B, C, etc.).
- ⑩ Units - Mineral - acres  
Rate - rate per unit  
Amount - units x rate = billing for full cycle.
- ⑪ Anv-Date - Contract effective date  
Exp-Date - Contract termination date  
Bill Cycle - 1 year, 5 years, etc.  
Status Code Card Column 80 - current state of record (Normal status - blank; C - Cancel; D - Delete; etc.
- ⑫ Districts - lands cases (self explanatory)  
Next Bill Date - lands cases (self explanatory)  
Miscellaneous Data - lands cases (self explanatory)
- ⑬ Unit of Measure - lands cases (miles, acres, etc.)  
Actual Units - lands cases (actual acres, miles, etc.)  
Underpay Amount - self explanatory
- ⑭ Date of Payment - self explanatory  
Amount - self explanatory

NEW <input type="radio"/>	UPDATE <input type="radio"/>	PAYMENT <input checked="" type="radio"/>
CHECK 1 OF ABOVE		
① YF	② SERIAL # ES 15000	③ ASG OG
	④ TYPE P	⑤ ST 05
	⑥ CITY 127 14	⑦ FUND SYMBOL 5003
State Name		
UPDATE OR NOTICE OF PAYMENT RECEIVED		
Jack Jones	Units @	Rate
	40.00	.50
		20.00
Name	Anv-Date	Exp-Date
1245 Oakview Avenue	2/1/75	1/31/85
Address	Districts	Next Bill Date
Oklahoma City, Oklahoma		
City & State	Zip Code	Misc. Data
73106		
REMARKS:	U of M	Actual Units
		Underpay Amt.
	Date of Payment	Amount
1371-18 September 1981		

NEW <input type="radio"/>	UPDATE <input type="radio"/>	PAYMENT <input checked="" type="radio"/>
CHECK 1 OF ABOVE		
YF	⑧ SERIAL # ES 5112	⑨ ASG OG
	④ TYPE A	⑤ ST 28
	⑥ CITY 037 12	⑦ FUND SYMBOL 5008.234
State Name		
UPDATE OR NOTICE OF PAYMENT RECEIVED		
	Units @	Rate
Name	Anv-Date	Exp-Date
Address	Districts	Next Bill Date
City & State	Zip Code	Misc. Data
REMARKS:	U of M	Actual Units
		Underpay Amt.
	Date of Payment	Amount
	2/23/80	120.00
1371-18 September 1981		

NEW <input type="radio"/>	UPDATE <input checked="" type="radio"/>	PAYMENT <input type="radio"/>
CHECK 1 OF ABOVE		
YF	⑧ SERIAL # ES 10608	⑨ ASG OG
	④ TYPE A	⑤ ST 18
	⑥ CITY 101 12	⑦ FUND SYMBOL 5008.177
State Name		
UPDATE OR NOTICE OF PAYMENT RECEIVED		
	Units @	Rate
Name	Anv-Date	Exp-Date
Address	Districts	Next Bill Date
City & State	Zip Code	Misc. Data
REMARKS: CANCEL	U of M	Actual Units
		Underpay Amt.
	Date of Payment	Amount
1371-18 September 1981		

1372 - COLLECTIONS

Declining Deposit Account (DDA) Reconciliation Format

The following format should be used when preparing the DDA reconciliation:

<u>Cassettes</u>	<u>(+) Debits</u>	<u>(-) Credits</u>	<u>Adjusted Balance</u>	<u>Accounts Control</u>	<u>Differences</u>
(1)	(2)	(3)	(4)	(5)	(6)

INSTRUCTIONS:

- (1) Enter the total from each Cassette and the Grand Total.
- (2) Enter the amount of any Returns, Journal Vouchers, and Deposits, by lock number, that have not yet been posted to the Accounts Control Ledger.
- (3) Enter any Returns, Journal Vouchers, and Deposits by lock number, that have not yet been posted to the DDAs.
- (4) Enter the total of Column 1, less Column 2, plus Column 3.
- (5) Enter the balance from the Accounts Control Ledger.
- (6) Enter the balance of Column 5, less Column 4. If the balance is other than -0-, it must be explained.

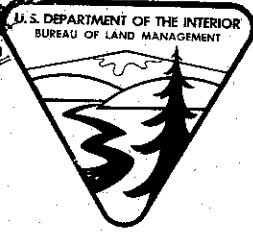
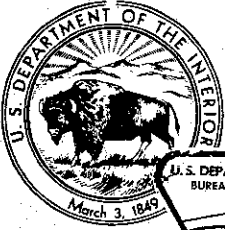
DISTRIBUTION:

Complete in the original format only and file.

1372 - COLLECTIONS

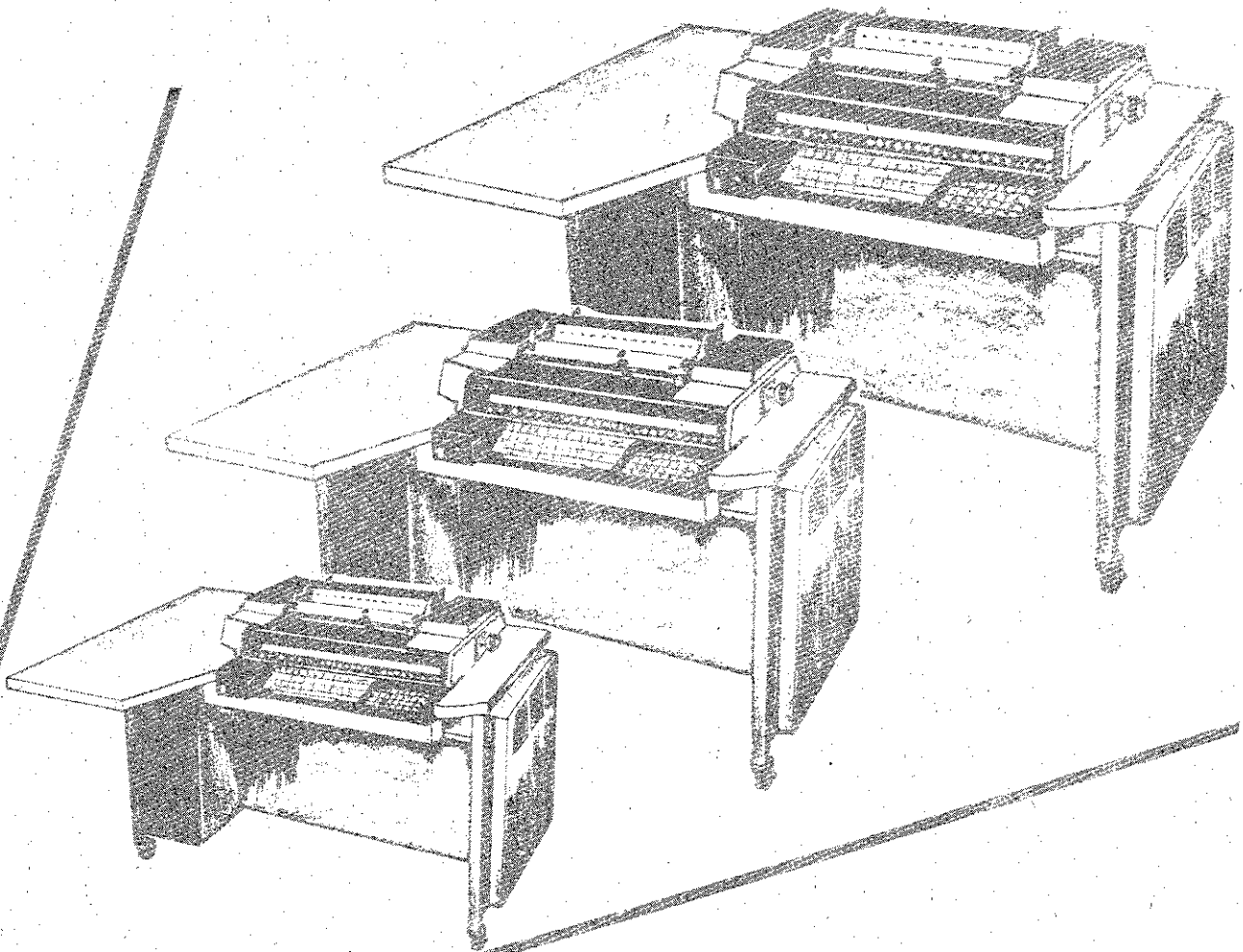
Copy Fee Statement

<p>Form 1370-43 (August 1979)</p> <p style="margin: 0;"><b>UNITED STATES          DEPARTMENT OF THE INTERIOR          BUREAU OF LAND MANAGEMENT</b></p> <p style="margin: 0;"><b>COPY FEE STATEMENT</b></p>								
<p>Joseph R. Jackson          1211 T St. N.W.          Washington D.C. 20242</p>	<p>FOR QUESTIONS REGARDING THIS STATEMENT          PLEASE CALL</p> <hr/> <p>(307) 778-2220</p>							
<p><i>THIS IS NOT A BILL</i></p>								
<p>WHEN MAKING A DEPOSIT OR ADDRESS CHANGE, PLEASE RETURN TOP PORTION OF STATEMENT.</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">STATEMENT DATE</th> <th style="text-align: center;">ACCOUNT NUMBER</th> <th style="text-align: center;">BALANCE FORWARD</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1/31/81</td> <td style="text-align: center;">WY -0200</td> <td style="text-align: center;">\$34.00</td> </tr> </tbody> </table>	STATEMENT DATE	ACCOUNT NUMBER	BALANCE FORWARD	1/31/81	WY -0200	\$34.00		
STATEMENT DATE	ACCOUNT NUMBER	BALANCE FORWARD						
1/31/81	WY -0200	\$34.00						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">DATE</th> <th style="text-align: center;">DESCRIPTION</th> <th style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1/31/81</td> <td style="text-align: center;">SOG Results List</td> <td style="text-align: center;">\$6.00</td> </tr> </tbody> </table>	DATE	DESCRIPTION	AMOUNT	1/31/81	SOG Results List	\$6.00		
DATE	DESCRIPTION	AMOUNT						
1/31/81	SOG Results List	\$6.00						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">NAME</th> <th style="text-align: center;">BALANCE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Joseph R. Jackson</td> <td style="text-align: center;">\$28.00</td> </tr> </tbody> </table>	NAME	BALANCE	Joseph R. Jackson	\$28.00				
NAME	BALANCE							
Joseph R. Jackson	\$28.00							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">ACCOUNT NUMBER</th> <th style="text-align: center;">STATEMENT DATE</th> <th style="text-align: center;">CURRENT BALANCE AVAILABLE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0200</td> <td style="text-align: center;">1/31/81</td> <td style="text-align: center;">↑</td> </tr> </tbody> </table>	ACCOUNT NUMBER	STATEMENT DATE	CURRENT BALANCE AVAILABLE	0200	1/31/81	↑		
ACCOUNT NUMBER	STATEMENT DATE	CURRENT BALANCE AVAILABLE						
0200	1/31/81	↑						



## **1372—Collections**

# **Operator—Supervisor Guide for Receipting and Validating Machine**



## 1372 - COLLECTIONS

PREFACE

This guide provides standardized operating instructions for all systems on the Burroughs Receipting and Validating (R&V) Machines. The guide is for the use of cashiers (machine operators) and their supervisors in the Automated Receipting and Validating System and the Declining Deposit Account System.

Questions concerning machine system procedures or operating instructions, requests for assistance or training, and requests for programming or system enhancement are directed to the Service Center Director (D-240).

Questions concerning document flow, accounting systems, or collection and receipting and validating procedures are directed to the Director (821).



## 1372 - COLLECTIONS

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## 1372 - COLLECTIONS

## SYSTEM CONCEPT

The Bureau of Land Management, in its day-to-day activities, receives remittances from the general public in payment for services, billings, fees, rentals, and materials sold. The remittance received must be properly safeguarded, deposited, and recorded, in accordance with Bureau, Department, and Treasury regulations. To assist BLM personnel in performing these activities, the Bureau has purchased programmable accounting machines for some offices. These mini-computers are used to receipt for and validate all remittances received. Additionally, they are used to process other financial activities such as automated bookkeeping of declining deposit accounts.

The system's goal is to:

- 1 Provide immediate and consistent accounting control of collections.
- 2 Automate receipt processing for all types of collections.
- 3 Automate the recording of data for use by others involved in processing collections.
- 4 Automate the maintenance of machine records.
- 5 Eliminate duplicate recording and processing of data.

## 1372 - COLLECTIONS

## DEFINITIONS

CLEAR	A machine operation that resets the machine total(s) to zero.
DDA	<u>Declining Deposit Account</u> The general public may deposit with BLM monies in an account which they can charge against (see page 25). For example, copies of plats, maps, SIMO lists.
FIRMWARE	Used by some computer manufacturers to denote software that is used for machine instructions. For example, Burrough's Firmware is a set of machine instructions that specifies a machine's memory and storage capacity, printing speed, type of keyboard, carriage length, etc.
FUND CODE	Used to denote a <u>machine code</u> for recording remittances which are deposited against a specific fund symbol.
FUND SYMBOL	Used to denote a specific account to which remittances are deposited.
HARDWARE	Used to denote equipment.
INDEX	Operator must use the numeric-keyboard to enter data.
OCK	<u>Operation Control Key</u> A machine key used by an operator to perform a specific function (a sub-set of a programmed operation).
PK	<u>Program Key</u> A machine key used by an operator to select a programmed operation.
R&V	<u>Receipt and Validate</u> Used to denote the receipting and validating functions performed in remittances processing.
READ	A machine operation that reads (prints) machine total(s). (The total is not changed.)
READY MODE	Used to denote a starting position of Burroughs L9000 Series Mini-Computer. <u>The PK-1, 2 and 3 lights are on.</u> (See Burroughs Operator Manual.)
SOFTWARE	Used by most computer manufacturers to denote machine instructions use by a computer for processing data in a specified manner.
TYPE	Operator must use the alpha-keyboard to enter data.

## 1372 - COLLECTIONS

Burroughs R & V Instructions

Basic machine and operational instructions for the Burroughs L-9000 series mini-computers are contained in Burroughs' Operator Manual for L/TC mini-computers. Copies of this manual are supplied during installation of the machine. Replacement/additional copies can be purchased from your local Burroughs Office.

Specific step-by-step instructions for remittance processing using a Burroughs mini-computer are contained in this section of Appendix 1.

- A Check for \$2.00 or \$2.00 in currency is received in payment for a copy of a Master Title Plat.

The cashier needs to issue a receipt only; therefore, the step-by-step RECEIPT instructions are followed.

- A check for \$25.00 or \$25.00 in currency is received in payment for an Oil and Gas Assignment Application.

The cashier needs to issue a single advice, because a case record needs to be created. Therefore, the SINGLE ADVICE instructions are followed.

- A \$100.00 check is received in payment for four Oil and Gas Assignment Applications. In reviewing the Offers, we note that each is for the same dollar amount and that the applicant and remitter are the same.

The cashier needs to issue four nearly identical advices in order to create four case records. Therefore, the DUPLICATE ADVICE instructions are followed.

- A \$2030.00 check is received in payment for three Offers to Lease Oil and Gas Applications. In reviewing the Offers, we note that each is for different dollar amounts and the applicant and remitter are the same or different.

The cashier needs to issue four advices which are different. Therefore, the ADDITIONAL ADVICE instructions are followed.

1372 - COLLECTIONS

Program Key Strip

R & V Program

PK1	START PROGRAM
PK2	CLEAR MACHINE TOTALS
PK3	LOAD/DUPLICATE
PK4	(Not Used)
PK5	LOAD VARIABLES
PK6	LOAD OPERATOR INITIALS
PK7	(Not Used)
PK8	CONTINUOUS FORMS
PK9	CHECK VALIDATION
PK10	DUPLICATE ADVICE
PK11	CUT FORMS
PK12	ADDITIONAL ADVICE
PK13	(Not Used)
PK14	(Not Used)
PK15	READ MACHINE TOTALS
PK16	(Not Used)

## 1372 - COLLECTIONS

Machine Start-Up

## R &amp; V Program

- | STEP | ACTION  |
|------|---|
| 1    | Depress Standby Button once. (Machine comes to the "Ready Mode" with PK-1, PK-2, and PK-3 lights on.)   |
| 2    | Depress Shift Lock Key. (Shift Lock Light turns on.)  |
| 3    | Depress PK-1. ( <u>If</u> PK-7 is lit, then the DDA Program is in memory. Load the R & V Program. See page 12.)   |
| 4    | Depress PK-15. (Machine prints totals on journal tape. <u>All</u> fund code amounts must be zero. <u>If not</u> , have supervisor clear the machine.)   |
| 5    | Check Date. ( <u>If</u> not current, depress PK-5 and type month, day, and year; e.g., OCT 10 79 and depress OCK-1.) (Machine prints OCT 10 79 and VAL#. Have supervisor enter proper validation number.) |
| 6    | Depress PK-6. (Machine Prints: OP.)   |
| 7    | Type your initials and depress OCK-1. (Machine Prints: the initials typed.)   |

1372 - COLLECTIONS

Program Loading

R & V Program

STEP

ACTION

- 1 Bring machine to the Ready mode if machine on. If machine off, depress Standby Button once.
- 2 Check Shift Lock Light. It must be on. (Depress Shift Lock Key to turn light on/off.)
- 3 Check in front of printhead. Paper or forms must be in front of printhead. Repeated printing directly on the platen will damage the printhead.
- 4 Place program cassette in Station 1.
- 5 Depress PK-3. (Machine Prints: FID.)
- 6 Type the first file identification (FID) of the program to be loaded and depress OCK-1. (Machine Prints: the FID typed and FL when the program is found and loaded. If NF (Not Found) is printed, repeat Steps 2, 5, and 6 using the second and/or third FID. If unsuccessful, call R & V Coordinator at Division of Records Systems, SC.)
- 7 Take cassette out of Station 1.

## 1372 - COLLECTIONS

Operator Sign In

## R &amp; V Program

Use when machine operators change.

- | STEP | ACTION  |
|------|---|
| 1    | Bring machine to the "Ready Mode." (The PK-1, PK-2, and PK-3 lights are on.)          |
| 2    | Check Shift Lock Light, it must be on. (Depress Shift Lock Key to turn light on/off.) |
| 3    | Depress PK-1.   |
| 4    | Depress PK-6. (Machine Prints: OP.)   |
| 5    | Type your initials and depress OCK-1. (Machine Prints: The initials typed.)           |

State Office Code

## R &amp; V Program

- |   |  |
|---|--|
| 1 | Bring machine to the "Ready Mode." (The PK-1, PK-2, and PK-3 lights are on.)                               |
| 2 | Check Shift Lock Light, it must be on. (Depress Shift Lock Key to turn light on/off.)                      |
| 3 | Depress PK-1.  |
| 4 | Depress PK-7. (Machine Prints: SC.)  |
| 5 | Type your State Office Code (CO for Colorado) and depress OCK-1. (Machine Prints: State Code.)             |
| 6 | Depress OCK-1 (Machine Prints: *)  |
| 7 | Type your BLM State Office MMS Code (05 for Colorado) and depress OCK-1. (Machine Prints: State MMS Code.) |



1372 - COLLECTIONS

Receipt  
One Receipt Needed - One Check or Cash

R & V Program

Mount Form 1370-41, Receipt and Accounting Advice on lower pinfeed at 12 and 107 for L-9700 and 116 and 211 for L-9938. Journal tape on upper pinfeed at 108 and 152 for L-9700 and 212 and 256 for L-9938.

STEP ACTION

- 1 Bring machine to Ready Mode.
- 2 Depress PK-1.

NOTE: With carriage open, adjust Form 1370-41 to place Red Line at the top of the black dotted section.

- 3 If 1370-42, insert in front of 1370-41 until even with top of carriage and even with right-hand margin of the 1370-41.  
If 1370-44, insert in front of 1370-41 to place Red Line at the bottom of the Document or record block and even with right-hand margin of the 1370-41.  
If CHECK, insert check in front of journal tape.
- 4 Depress OCK-1 (PK-8 and PK-11 lights turn on.)
- 5 Depress PK-11. (Machine Prints: DATE.)
- 6 If CHECK, depress OCK-1. (Machine Prints: 0.)  
If CASH, depress OCK-2. (Machine Prints: 1.)
- 7 Index Fund Code and depress OCK-1. (Machine Prints: Fund Code.)
- 8 Index dollar amount and depress OCK-1. (Machine Prints: dollar amount index and summary data on journal tape.)
- 9 Depress OCK-4. (Machine opens its carriage.)
- 10 Withdraw Form 1370-42 and make appropriate distribution.
- 11 If you need to validate another receipt, repeat steps 3 through 10.

## 1372 - COLLECTIONS

Single Advice  
One Advice Needed - One Check or Cash

## R &amp; V Program

Mount Form 1370-41, Receipt and Accounting Advice on lower pinfeed at 12 and 107 for L-9700 and 116 and 211 for L-9938. Journal tape on upper pinfeed at 108 and 152 for L-9700 and 212 and 256 for L-9938.

STEP	ACTION
1	Bring machine to the Ready Mode.
2	Check Shift Lock Light, it must be on. (Depress Shift Lock Key to turn light on/off.)
3	Depress PK-1.

→ NOTE: With carriage open, adjust form to place Red Line at the top of "UNITED STATES" title at the top of the form. ←

- |   |   |
|---|---|
| 4 | Depress OCK-1.  |
| 5 | <u>If</u> CHECK, insert check in front of journal tape.   |
| 6 | Depress PK-8.   |
| 7 | Type subject and depress OCK-1. (Machine Prints: subject, operator's initials, state office code and date.)   |
| 8 | <u>If</u> CHECK, depress OCK-1. (Machine Prints: 0 and document number.)<br><u>If</u> CASH, depress OCK-2. (Machine Prints: 1 and document number.) |
| 9 | <u>If</u> one Fund Code needed:<br>Index Fund Code and depress OCK-1.<br>Index dollar amount and depress OCK-1.                                     |
|   | <u>If</u> more than one Fund Code needed:<br>Index first Fund Code and depress OCK-1.<br>Index first dollar amount and depress OCK-4.               |
|   | Index OCK-1 or OCK-2.<br>Index second Fund Code and Depress OCK-1.<br>Index second dollar amount and depress OCK-4.                                 |

1372 - COLLECTIONS

On the last Fund Code, index OCK-1 and last Fund Code, Index OCK-1, index last dollar amount and depress OCK-1.

- 10 If applicant and remitter are the same as previous advice, depress OCK-1 and PK-3.

If New Applicant, depress OCK-1 twice. Type new applicant - up to five lines, ending each line with an OCK-1.

If remitter is different than applicant, depress OCK-1 and type up to four lines, ending each line with an OCK-1.

If remitter is the same, type SAME and depress OCK-1 four times.

- 11 Type serial number and other pertinent data as appropriate.
- 12 Depress OCK-4, OCK-1, and remove check.
- 13 For additional documents, repeat steps 5 through 13.

## 1372 - COLLECTIONS

Duplicate Advice  
More Than One Advice Needed-Fees Same Amount  
One Fund Code-Applicants Same-One Check or Cash

## R &amp; V Program

Mount Form 1370-41, Receipt and Accounting Advice on lower pinfeed at 12 and 107 for L-9700 and 116 and 211 for L-9938. Journal tape on upper pinfeed at 108 and 152 for L-9700 and 212 and 256 for L-9938.

STEP	ACTION
1	Bring machine to Ready Mode.
2	Check Shift Lock Light, it must be on. (Depress Shift Lock Key to turn light on/off.)
3	Depress PK-1.

NOTE: With carriage open, adjust form to place Red Line at the top of the "UNITED STATES" title at the top of the form.

- |                 |   |
|-----------------|---|
| 4               | Depress OCK-1.  |
| 5               | Depress PK-8.   |
| FIRST DOCUMENT: |   |
| 6               | Type subject and depress OCK-1. (Machine Prints: subject, operator's initials, State Office code, and date.)  |
| 7               | Depress OCK-1 or OCK-2. (Machine Prints: 0 or 1 and document number.)   |
| 8               | Index Fund Code and depress OCK-1. (Machine Prints: Fund code.)   |
| 9               | Index first dollar amount and depress OCK-3. (Machine Prints: Dollar amount and summary data on journal tape.)  |
| 10              | Depress OCK-1.  |
| 11              | Type New Applicant - up to four lines, ending each line with and OCK-1.<br><u>If remitter different</u> than applicant, type up to three lines, ending each with and OCK-1.<br><u>If remitter same</u> , type SAME and depress OCK-1 three times. |
| 12              | Type serial number.   |
| 13              | Depress OCK-4.  |

1372 - COLLECTIONS

- 14 For next document, depress PK-10.
- 15 Type subject and depress OCK-1. (Machine will duplicate validation, name, and address data.)
- 16 Type serial number and depress OCK-4.
- 17 For third and subsequent documents, repeat steps 14 through 16.
- 18 Depress O/C Key and insert check in front of journal tape.
- 19 Depress PK-9.
- 20 Depress OCK-4.
- 21 Remove check.

## 1372 - COLLECTIONS

Additional Advice  
More Than One Advice Needed - Different Fund Codes  
Different Dollar Amounts  
Applicants Same or Different-One Check or Cash

## R &amp; V Program

Mount Form 1370-41, Receipt and Accounting Advice on lower pinfeed at 12 and 107 for L-9700 and 116 and 211 for L-9938. Journal tape on upper pinfeed at 108 and 152 for L-9700 and 212 and 256 for L-9938.

## STEP

## ACTION

- 1 Bring machine to Ready Mode.
- 2 Check Shift Lock Light, it must be on. (Depress Shift Lock Key to turn light on/off.)
- 3 Depress PK-1.

NOTE: With carriage open, adjust form to place Red Line at the top of the "UNITED STATES" title at the top of the form.

- 4 Depress OCK-1.
- 5 Depress PK-8.

## FIRST DOCUMENT:

- 6 Type subject of document and depress OCK-1.

- 7 Depress OCK-1 or OCK-2.

- 8 If one Fund Code needed:  
 Index Fund Code and depress OCK-1.  
 Index dollar amount and depress OCK-1.

If more than one Fund Code needed:  
 Index first Fund Code and depress OCK-1.  
 Index first dollar amount and depress OCK-4.

Index OCK-1 or OCK-2.  
 Index second Fund Code and Depress OCK-1.  
 Index second dollar amount and depress OCK-4.

1372 - COLLECTIONS

On the last Fund Code, index OCK-1 and last Fund Code, Index OCK-1, index last dollar amount, and depress OCK-3.

- 9 Depress OCK-1.
- 10 Type New Applicant - up to five lines, ending each line with OCK-1.
- 11 If remitter is different from applicant, type up to four lines, ending each with OCK-1.  
If remitter is the same, type SAME and depress OCK-1 four times.
- 12 Type serial number and other pertinent data as appropriate and depress OCK-4.

Second and Subsequent Documents:

- 13 Depress PK-12.
- 14 Repeat steps 6 through 12.

Last Document:

- 15 Depress PK-12.
- 16 Repeat steps 6 through 12.
- 17 Depress O/C Key and insert check in front of journal tape.
- 18 Depress PK-9.
- 19 Depress OCK-4 and take check out of machine.

## 1372 - COLLECTIONS

Error Corrections

## R &amp; V Program

Use these instructions when you make an error.

**Backspace Key** - The Backspace Key is used to move the print head one or more spaces to the left. Use to print over prior printing, or "X" out prior printing.

**Reset Key** - The Reset Key is used to correct an error prior to depressing an OCK Key.

STEP	ACTION
1	Depress Reset Key. (Machine returns to the beginning of the field.)
2	Re-enter correct data. (Machine overlays the record in memory, but prints on top of previous printing. Best used for correction of validation errors only!)

**Reverse Entry Key** - The Reverse Entry Key is used to correct an error after depressing the final OCK Key or to correct a validation error prior to closing the machine out.

- 1 Bring the machine to the Ready Mode; depress PK-1, OCK-1, and PK-11.
- 2 Re-enter the incorrect cash/check decision by depressing OCK-1 or OCK-2.
- 3 Re-index the incorrect fund code and depress OCK-1.
- 4 Re-index the incorrect dollar amount.
- 5 Depress the RE Key and depress OCK-1.
- 6 Depress OCK-4, OCK-1, and PK-11.
- 7 Enter the correct cash/check decision by depressing OCK-1 or OCK-2.
- 8 Index the correct fund code and depress OCK-1.
- 9 Index the correct dollar amount and depress OCK-1.

**"WARNING"** - The incorrect transaction is recorded under the INCORRECT column on Form 1370-15, Corrections and Summary Sheet. The "Re-Entered Incorrect Transaction" is recorded under the VOIDED column and the "Correct Transaction" is recorded under the CORRECT column.



## 1372 - COLLECTIONS

Burroughs Cash Control Instructions

BLM Manual Section 1372 - COLLECTIONS requires immediate accounting control over all collections (remittances). This requirement is only one aspect of an effective cash control program. Cash control includes all actions taken to properly document, control, safeguard, and deposit moneys received. The Burroughs R&V Program includes procedures to assist supervisory personnel in their cash control responsibilities.

First, the R&V Program establishes a positive audit trail. Each machine transaction produces validation data containing a unique number printed on the document processed, on a transaction journal tape, and on the remittance if it is in a form other than currency. In addition, the transaction dollar amount is added to a machine (memory) total.

Second, the program provides for operator initials which become part of the validation data. This identifies the operator who processed the document. Each operator is accountable for the moneys recorded under his/her initials.

Third, the program prevents accidental or unauthorized clearing of machine totals. Clearing of machine totals requires the entry of a secret code. Machine totals are matched to the remittances to determine the accuracy of processing, specific amounts for each fund symbol, and the amount to be deposited. Errors are easily identified and traced.

Fourth, the program allows machine error corrections which are clearly recorded and accounted for.

Finally, the program assists the operator in the machine operation. If an operation is not correctly performed, the machine stops and indicates an error condition. If an operation is not completed, the machine will indicate an error condition. If the operator overrides the error condition, the error is detected during the reconciliation of machine totals to remittances.

COMMENT

Cash control procedures are only effective if consistently practiced and enforced. Trust and honesty are not at issue. A consistent policy of following procedures and enforcement of cash control actions promotes and maintains trust and honesty, and protects employees at all levels.

## 1372- COLLECTIONS

Supervisor Instructions

## R &amp; V Program

Use these instructions at the close of each accounting cycle. (Shift Lock light must be on.)

Step	Action
1	Bring machine to Ready Mode. ( <u>If</u> machine is turned off, depress Standby button once.)
2	Depress PK-1.
3	Depress PK-15. (If PK-15 light is not on, depress PK-1.) (Machine will print Fund Code totals on journal tape.)
4	Depress PK-2.
5	Index supervisor's clearing code and depress OCK-1. (Machine Prints: LOCK#.)
6	Index next available lock number and depress OCK-1. (Machine Prints: the lock number indexed and "CLR VAL." To verify "CLR VAL," depress PK-15; the machine <u>must</u> print zero amounts in <u>all</u> Fund Codes!)
7	Depress PK-5. (Machine Prints: DATE.)
8	Type month, day, and year of the next accounting cycle; e.g., 10 20 80, and depress OCK-1. (Machine Prints: 10 20 80, and VAL#.)
9	Index next available validation number and depress OCK-1. (Machine Prints: number indexed.) Validation numbers are normally sequential.
10	Depress the Ready Button <u>twice</u> . (The machine shuts down; however, the power remains on.)
11	Cut journal tape, date, and sign it.

1372 - COLLECTIONS

Declining Deposit Accounts (DDA)

Basic machine instructions for the Burroughs L-9000 series mini-computers are in the Burroughs' Operator Manual for L/TC Mini-computers. Specific step-by-step instructions for declining deposit accounting are in this section.

The purpose of the transaction to be accomplished determines the method of processing. For example:

-A check for \$25.00 or \$25.00 in currency is received with a request to establish a declining deposit account.

The DDA clerk must establish a customer account. Therefore, the ESTABLISH ACCOUNT instructions are used if the account is the first in a new cassette. If the account is added at the end of a cassette, ESTABLISH ACCOUNT ADD instructions are used. If an account number exists, but its data has been deleted because the account was closed, the FILE MAINTENANCE, DATA CHANGE instructions are used.

-A check for \$10.00 or \$10.00 in currency is received for deposit to a customer account.

The DDA clerk uses the POSTING/DEPOSIT instructions to record the customer deposit.

-The DDA clerk is instructed to initiate a Simultaneous Oil and Gas (SOG) Lands available statement run.

The DDA clerk uses the STATEMENT instructions to charge each customer's account and produce a statement.

-The DDA clerk needs a printout of each account's current information.

The DDA clerk uses the FILE DUMP instructions to produce a printout of all accounts.

-The DDA clerk needs a summary list of account number, customer name, and current balance.

The DDA clerk uses the MASTER PRINT instructions to produce a summary listing.

-The DDA clerk needs mailing labels for DDA accounts.

The DDA clerk use LABEL MAKING instructions to produce the mailing labels.

-The DDA clerk needs to communicate with account customers about their inactive accounts.

The DDA clerk uses the INACTIVE ACCOUNTS -PURGE instructions to produce an inactive account notice which is mailed to the customer.

-The DDA clerk needs to duplicate a cassette.

The DDA clerk uses the CASSETTE DUPLICATION instructions.

-The DDA clerk needs to duplicate part of a cassette to place an end of the tape mark at the end of the current accounts.

The DDA clerk uses PARTIAL COPY instructions.

Program Key Strip

DDA Program

PK1	START PROGRAM
PK2	(Not Used)
PK3	DUMP ACCOUNT DATA
PK4	CASSETTE ERROR
PK5	ABBREVIATED INPUT
PK6	ESTABLISH ACCOUNT DATA
PK7	BY-PASS VARIABLE LOAD
PK8	(Not Used)
PK9	CLOSE CASSETTE
PK10	ACCESS ACCOUNT
PK11	RE-ENTER ACCOUNT DATA
PK12	RE-ENTER ACCOUNT RECORD
PK13	ADD ACCOUNT
PK14	DELETE ACCOUNT
PK15	CHANGE ACCOUNT DATA
PK16	READ MACHINE TOTALS

## 1372 - COLLECTIONS

Establish Account Instructions

## DDA Program

- | STEP | ACTION  |
|------|---|
| 1    | Mount blank paper, 14 inches wide, on lower pinfeed, for L-9700 and on right hand side of pinfeed for L-9938.   |
| 2    | Bring machine to the Ready Mode. Check shift lock light; <u>it must be on.</u>  |
| 3    | Place program cassette in Station 1 and depress PK-3. (Machine Prints: FID.)  |
| 4    | Type DDA1 or 2 and depress OCK-1. (Machine Prints: DDA1 or 2 and then FL when the program is found and loaded.)   |
| 5    | Remove program cassette.  |
| 6    | Place scratch cassette in Station 2.  |
| 7    | Depress PK-1 and OCK-1. (Machine Prints: ENTER CURRENT DATE.)   |
| 8    | Index MMDDYY and depress OCK-1. (Machine Prints: MMDDYY and ENTER JULIAN DATE.)   |
| 9    | Index YYDDD and depress OCK-1. (Machine Prints: YYDDD and END LOAD DECISION.) (NOTE: If dates not entered properly, depress PK-11 and reenter.)   |
| 10   | Depress OCK-1. (Machine Prints: INDEX FILE NUMBER.)   |
| 11   | Index 222 and depress OCK-1. (Machine Prints: 222.)   |
| 12   | Depress PK-6.   |
| 13   | a. <u>If full input is desired</u> , depress OCK-1. (Machine will prompt with commands.)<br>b. <u>If abbreviated input is desired</u> , depress PK-5. (Machine will not prompt with command.) |
| 14   | Type customer number (4 characters, i.e., 0001) and depress OCK-1.  |
| 15   | Type customer name (23 characters) and depress OCK-1.   |
| 16   | Type address (3 lines) and depress OCK-1.   |

1372 - COLLECTIONS

- 17 Skip fiscal date.
- 18 Type telephone number (15 chars.) and depress OCK-1.
- 19 Index Report Code. 0 = Regular Account; 1 = Available List; 2 = Results List; 3 = Both. Depress OCK-1.
- 20 Depress OCK-4. (If you make any errors, depress OCK-2 and you can back up one field. If you wish to void complete record, depress PK-12.)
- 21 Depress OCK-1. (Record is written to cassette.) (Repeat steps 14 through 21 for each account.)
- 22 Depress PK-9 and OCK-1. (Cassette is closed.)
- 23 Remove cassette from Station 2 and flip tabs to "WRITE-NO."
- 24 Place cassette in Station 1.
- 25 Depress PK-3.
- 26 Depress OCK-1 (the index for character printer).
- 27 Depress OCK-1. (Machine prints a listing of the cassette which is used to verify input.)
- 28 Remove cassette from Station 1.
- 29 Label cassette: Master DDA File, Account Number XX to XXX, and date.
- 30 Repeat Steps 6 through 29 for additional cassettes.

## 1372 - COLLECTIONS

Establish Account - Add-Instructions

## DDA Program

## STEP

## ACTION

- 1 Mount blank paper, 14 inches wide, on lower pinfeed, for L-9700 and on right hand side of pinfeed for L-9938.
  - 2 Bring machine to the Ready Mode. Check shift lock light; it must be on.
  - 3 Place program cassette in Station 1 and depress PK-3. (Machine Prints: FID.)
  - 4 Type DDA1 or 2 and depress OCK-1. (Machine Prints: DDA 1 or 2 and then FL when the program is found and loaded.)
  - 5 Remove program cassette.
  - 6 Place most current DDA Cassette in Station 1 and scratch cassette in Station 2.
  - 7 Depress PK-1 and OCK-1. (Machine Prints: ENTER CURRENT DATE.)
  - 8 Index MMDDYY and depress OCK-1. (Machine Prints: MMDDYY and then ENTER JULIAN DATE.)
  - 9 Index YYDDD and depress OCK-1. (Machine Prints: YYDDD and then END LOAD DESICION.)
  - 10
    - a. If dates are not entered properly, depress PK-11, reenter correct date, and depress OCK-1. (Machine Prints: INDEX FILE NUMBER.)
    - b. If dates are correct, depress OCK-1. (Machine prints: INDEX FILE NUMBER.)
  - 11 Index 222 and depress OCK-1. (Machine Prints: 222.)
  - 12 Depress PK-10.
- "WARNING" If PK-4, D1, D3, D4, and D6 light, the cassette in Station 2 is file protected to prevent writing. If you have a valid scratch cassette, flip tabs to Write-Yes. Otherwise place valid scratch cassette in Station 2. Depress PK-4 to continue processing.
- 13 Depress PK-13.

1372 - COLLECTIONS

- 14 Type last customer number on most current Master DDA Cassette and depress OCK-1. (The machine will copy the cassette up to the number typed and print out the account data.)
- 15 Depress OCK-1. (Machine will prompt with commands.)
- 16 Type customer number (4 chars., i.e., 0001) and depress OCK-1.
- 17 Type customer name (23 chars.) and depress OCK-1.
- 18 Type address (3 lines) and depress OCK-1.
- 19 Skip Fiscal Date.
- 20 Type telephone number (15 chars.) and depress OCK-1.
- 21 Index Report Code. (0 = Regular Account; 1 = Available List; 2 = Results List; 3 = Both.) Depress OCK-1.
- 22 Depress OCK-4. (If you make any errors, depress OCK-2 and you can back up one field. If you wish to void complete record, depress PK-12.)
- 23 Depress OCK-1.
- 24 If you wish to add additional accounts, depress OCK-4 (Machine Prints: Account Number) and repeat steps 16 through 24.
- 25 If you have no other accounts to add, depress OCK-1 and then OCK-4.
- 26 Remove cassette from Station 1 and store as backup. Remove cassette from Station 2 and flip tabs to "Write-No."
- 27 Place cassette from Station 2 in Station 1.
- 28 Depress PK-3 and OCK-1. (Use dump to verify data.)
- 29 Remove cassette from Station 1.
- 30 Label cassette: Master DDA File, Account Number XX to XXX, and date.



## 1372 - COLLECTIONS

File Dump Instructions

## DDA Program

STEP	ACTION
1	Mount blank paper, 14 inches wide, on lower pinfeed, for L-9700 and on right-hand side of pinfeed for L-9938.
2	Bring machine to the Ready Mode. Check shift lock light; <u>it must be on.</u>
3	Place program cassette in Station 1 and depress PK-3 (Machine Prints: FID.)
4	Type DDAL or 2 and depress OCK-1. (Machine Prints: DDA 1 or 2 and then FL when the program is found and loaded.)
5	Remove program cassette.
6	Place <u>most current</u> DDA Cassette in Station 1.
7	Depress PK-1.
8	Depress PK-7. (Machine Prints: INDEX FILE NUMBER.)
9	Index 222 and depress OCK-1. (Machine Prints: 222.)
10	Depress PK-3 and depress OCK-1. (Machine will print the data on the cassette, close the cassette and rewind.)
11	Remove cassette from Station 1.

## 1372 - COLLECTIONS

Partial Copy Instructions

## DDA Program

- | STEP | ACTION   |
|------|--|
| 1    | Insure that you have paper in front of the printhead.  |
| 2    | Bring machine to the Ready Mode. Check shift lock light; <u>it must be on.</u>   |
| 3    | Place program cassette in Station 1 and depress PK-3. (Machine Prints: FID.)   |
| 4    | Type DDA1 or 2 and depress OCK-1. (Machine Prints: DDA1 or 2 and FL when program is found and loaded.)                                 |
| 5    | Remove program cassette.   |
| 6    | Place the cassette to be partially copied in Station 1 and a scratch cassette in Station 2.  |
| 7    | Depress PK-1.  |
| 8    | Depress PK-7. (Machine Prints: INDEX FILE NUMBER)  |
| 9    | Index 222 and depress OCK-1. (Machine Prints:222.)   |
| 10   | Depress PK-1. (Machine Prints: COPY CASSETTE FILE 222 INDEX NUMBER OF RECORDS.)  |
| 11   | Index the quantity of records to be copied and depress OCK-1 (machine copies the records, closes the cassette, and rewinds.)           |
| 12   | Remove cassette from Station 1 and store a back up.  |
| 13   | Remove cassette from Station 2. Flip tabs to "Write-No," and label cassette: Master Copy DDA File, Account Number XX to XXX, and Date. |

## 1372 COLLECTIONS

File Maintenance - Account Add or Account Insert - Instructions

## DDA Program

- | STEP | ACTION   |
|------|--|
| 1    | Mount blank paper; 14 inches wide, on lower pinfeed, for L-9700 and on right-hand side of pinfeed for L-9938.  |
| 2    | Bring machine to the Ready Mode. Check shift lock light; <u>it must be on.</u>   |
| 3    | Place program cassette in Station 1 and depress PK-3 (Machine Prints: FID.)  |
| 4    | Type DDAL or 2 and depress OCK-1. (Machine Prints: DDAL or 2 and then FL when the program is found and loaded.)  |
| 5    | Remove program cassette.   |
| 6    | Place <u>most current</u> DDA Cassette in Station 1 and scratch cassette in Station 2.   |
| 7    | Depress PK-1.  |
| 8    | Depress PK-7. (Machine Prints: FILE ID.)   |
| 9    | Index 222 and depress OCK-1. (Machine Prints: 222.)  |
| 10   | Depress PK-10.   |
| 11   | Depress PK-13. (Selection of this PK Key allows you to add <u>New Customers Accounts</u> at the end of existing accounts or <u>insert accounts</u> . It must be used only when existing accounts numbers are not available.)   |
| 12   | <p>a. For <u>new accounts</u>, type the last account number as it exists on the cassette selected and depress OCK-1.(Machine prints the data associated with the last account. Use this data to insure that you have in fact the last account on the cassette."</p> <p>b. For inserting an account, type the account number prior to the account to be inserted and depress OCK-1. (Machine prints the data associated with the prior account. Make sure it is the prior account.)</p> |
| 13   | Depress OCK-1.(Machine will prompt with commands.)   |
| 14   | Type customer number (4 chars., i.e., 0001) and depress OCK-1.   |
| 15   | Type customer name (23 chars.) and depress OCK-1.  |
| 16   | Type address (3 lines) and depress OCK-1.  |

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- 17 Skip Fiscal Date.
- 18 Type telephone number (15 chars.) and depress OCK-1.
- 19 Index Report Code. 0 = Regular Account; 1 = Available List; 2 = Results List; 3 = Both. Depress OCK-1.
- 20 Index Date (MMDDYY) of last activity and depress OCK-1.
- 21 Index present account balance, depress RE Key, and depress OCK-1.
- 22 Depress OCK-1.
- 23 Depress OCK-1.
- 24 If you wish to add/insert additional accounts, depress OCK-4 and repeat steps 14 through 21.
- 25 If you wish to perform other file maintenance actions, depress OCK-1 and then the appropriate PK Key.
- 26 If you have no other file maintenance actions to perform, depress OCK-1, OCK-4, and then OCK-1.
- 27 Remove cassette from Station 1 and store as backup.
- 28 Remove cassette from Station 2, flip tabs to "WRITE NO," and label cassette with title, account number XX to XXX, and date.

## 1372 - COLLECTIONS

File Maintenance - Data Change - Instructions

## DDA Program

- | STEP | ACTION   |
|------|--|
| 1    | Mount blank paper, 14 inches wide, on lower pinfeed, for L-9700 and on right hand side of pinfeed for L-9938.  |
| 2    | Bring machine to the Ready Mode. Check shift lock light; <u>it must be on.</u>   |
| 3    | Place program cassette in Station 1 and depress PK-3 (Machine Prints: FID.)  |
| 4    | Type DDA1 or 2 and depress OCK-1. (Machine Prints: DDA1 or 2 and then FL when the program is found and loaded.)  |
| 5    | Remove program cassette.   |
| 6    | Place <u>most current</u> DDA Cassette in Station 1 and scratch cassette Station 2.  |
| 7    | Depress PK-1.  |
| 8    | Depress PK-7. (Machine Prints: INDEX FILE NUMBER.)   |
| 9    | Index 222 and depress OCK1. (Machine Prints: 222.)   |
| 10   | Depress PK-10.   |
| 11   | Depress PK-15 (Selection of this PK key allows you to change any field recorded for a specific account number. Additionally, it allows you the option of merely looking at the customer data recorded via a printout.  |
| 12   | Type account number to be changed and depress OCK-1. (Machine Prints: CHANGE RECORD XXXX CASSETTE FILE 222.) When the machine finds the account number, the numeric light will light. <ul style="list-style-type: none"> <li>a. <u>If</u> you wish to review the data recorded for this account number, depress OCK-3.</li> <li>b. <u>If</u> a change is needed, depress OCK-1.</li> </ul> |

1372 - COLLECTIONS

- (1) Index the field number to be changed and depress OCK-1.
- (2) Type or index the new data and depress OCK-1. Do Not Use the RE Key for account balance.
  - (a) If you wish to change another field, depress OCK-1 and repeat Steps 12 b (1) through 12 B (2). (Fields must be indexed in sequential order.)
  - (b) If you wish to print out the data as it now appears, depress OCK-1 and then OCK-3. (Use this data to verify the change(s) entered.)
  - (c) If you have no other changes to make, depress OCK-4. (PK-13, 14, and 15 lights come on.)
- c. If after review of the record, you determine that no change is to be made, depress OCK-4.
- 13 If you wish to change other accounts, repeat Steps 11 through 12. (Accounts must be indexed in sequential order.)
- 14 If you wish to perform other file maintenance actions, see the appropriate instructions.
- 15 If you have no other file maintenance actions to perform, depress OCK-4.
- 16 Remove cassette from Station 1 and store as backup.
- 17 Remove cassette from Station 2, flip tabs to "Write- No" and label cassette: Master DDA File, Account Number XX to XXX, and Date.

Short Cut-File Dump (If Needed)

- 18 Place most current cassette in Station 1.
- 19 Depress PK-3 and OCK-1.
- 20 Remove cassette from Station 1.

## 1372 - COLLECTIONS

File Maintenance - Data Delete - Instructions

## DDA Program

- | STEP | ACTION   |
|------|--|
| 1    | Mount blank paper, 14 inches wide, on lower pinfeed, for L-9700 and on right-hand side of pinfeed for L-9938.                              |
| 2    | Bring machine to the Ready Mode. Check shift lock light; <u>it must be on.</u>   |
| 3    | Place program cassette in Station 1 and depress PK-3 (Machine Prints: FID.)  |
| 4    | Type DDAL or 2 and depress OCK-1. (Machine Prints: DDAL or 2 and then FL when the program is found and loaded.)                            |
| 5    | Remove program cassette.   |
| 6    | Place <u>most current</u> DDA Cassette in Station 1 and scratch cassette in Station 2.   |
| 7    | Depress PK-1.  |
| 8    | Depress PK-7. (Machine Prints: INDEX FILE NUMBER.)   |
| 9    | Index 222 and depress OCK-1. (Machine Prints: 222.)  |
| 10   | Depress PK-10.   |
| 11   | Depress PK-15. (Selection of this PK Key allows you to delete the data in each field recorded for a specific account number.)              |
| 12   | Type account number to be changed and depress OCK-1. (Machine Prints: CHANGE RECORD XXXX CASSETTE FILE 222.)                               |
| 13   | Depress OCK-3. (Machine prints the data recorded for this account. <u>Review</u> the data to be sure this is the data you wish to delete.) |
| 14   | <u>If</u> after review you determine that the data recorded is not the data you wish to delete, depress OCK-4.                             |
| 15   | <u>If</u> after review, you determine that the data recorded is to be deleted, depress OCK-1.  |
| 16   | Index field number 2 and depress OCK-1 three times. Continue to index field numbers 3 through 10 and depress OCK-1 three times each time.  |

1372 - COLLECTIONS

- 17 Depress OCK-4 (Review data).
- 18 Depress OCK-4 twice.
- 19 Remove cassette from Station 1 and store as backup.
- 20 Remove cassette from Station 2, flip tabs to "Write- No.," and label cassette: Master DDA File, Account Number XX to XXX, and Date.



## 1372 - COLLECTIONS

File Maintenance - Account Delete - Instructions

## DDA Program

- | STEP | ACTION  |
|------|---|
| 1    | Mount blank paper, 14 inches wide, on lower pinfeed, for L-9700 and on right hand side of pinfeed for L-9938.   |
| 2    | Bring machine to the Ready Mode. Check shift lock light; <u>it must be on.</u>  |
| 3    | Place program cassette in Station 1 and depress PK-3. (Machine Prints: FID.)  |
| 4    | Type DDAL or 2 and depress OCK-1. (Machine Prints: DDAL or 2 and then FL when the program is found and loaded.)   |
| 5    | Remove program cassette.  |
| 6    | Place <u>most current</u> DDA Cassette in Station 1 and scratch cassette in Station 2.  |
| 7    | Depress PK-1.   |
| 8    | Depress PK-7. (Machine Prints: INDEX FILE NUMBER.)  |
| 9    | Index 222 and depress OCK-1. (Machine Prints: 222.)   |
| 10   | Depress PK-10.  |
| 11   | Depress PK-14 (selection of this PK Key allows you to delete the account number.)   |
| 12   | Type account number to be deleted and depress OCK-1. (Machine Prints: CHANGE RECORD XXXX CASSETTE FILE 222. Then machine finds account selected and prints out the data.) |
|      | a. <u>If</u> after review of the record you determine that this <u>is not</u> the correct account, depress OCK-4, (The account is not deleted.)                           |
|      | b. <u>If</u> this is the correct account, depress OCK-1, (The account <u>is</u> deleted.)   |

1372 - COLLECTIONS

- c. If the machine prints INVALID ENTRY ERROR, it means that the machine cannot read the account number and you cannot access the account. If you cannot access the account, you cannot use Step 12 above to delete it. You must access the prior account and do the following:
- (1) Enter the account number prior to the invalid entry account number and depress OCK-1, (Machine prints the data of the prior account number.)
  - (2) Depress OCK-4, (Machine prints the data of the invalid account.)
  - (3) Depress OCK-1, (The invalid account is deleted.)
- d. If you have in error entered the same account number twice, you must do a through c above to delete the second account.
- e. If you need to delete additional accounts repeat Steps 11 through 12.
- 13 Depress OCK-4.
- 14 Remove cassette from Station 1 and store as backup.
- 15 Remove cassette from Station 2, flip tabs to "Write-No," and label cassette: Master DDA File, Account Number XX to XXX, and Date.

## 1372 - COLLECTIONS

Posting/Deposit Instructions

## POST Program

- | STEP | ACTION   |
|------|--|
| 1    | Mount blank statements on lower pinfeed at minus 4 and 86 for L-9700 and 100 and 190 for L-9938. Mount journal tape on upper pinfeed at 102 and 146 for L-9700 and 206 and 250 for L-9938. |
| 2    | Bring machine to the Ready Mode. Check shift lock light, <u>it must be on.</u>   |
| 3    | Place program cassette in Station 1 and depress PK-3. (Machine Prints: FID.)   |
| 4    | Type POST1 or 2 and depress OCK-1. (Machine prints: POST1 or 2 and then FL when the program is found and loaded.)  |
| 5    | Remove program cassette.   |

## FIRST CASSETTE

- |    |  |
|----|--|
| 6  | Place first most current DDA Cassette in Station 1 and scratch cassette in Station 2.  |
| 7  | Depress PK-1.  |
| 8  | Depress OCK-1. (Machine Prints: DATE.)   |
| 9  | Index MMDDYY and depress OCK-1. (Machine Prints: MMDDYY and ENTER JULIAN DATE YYDDD.)  |
| 10 | Index YYDDD and depress OCK-1. (Machine Prints: YYDDD and FOR HELP CALL.)  |
| 11 | Type State Office name (i.e. UTAH WYO, MT) and depress OCK-1. (Machine Prints: Office phone number and MIN BAL/NOTICE.)  |
| 12 | Index Minimum Balance/Notice and depress OCK-1. (Machine Prints: Min Bal/Notice and FILE ID.)  |
| 13 | Index 222 and depress OCK-1. (Machine Prints: 222.)  |
| 14 | Depress PK-10.   |
| 15 | After the scratch cassette has been started up by the machine and with the carriage closed, advance statements until the red line on the carriage is halfway between "Bureau of Land Management and Copy Fee Statement." |

1372 - COLLECTIONS

- 16 Type account number to be posted and depress OCK-1. (Machine Prints: Account number, searches for the account, and "heads up" the statement.)
- 17 Type a description of the posting and depress OCK-1.
- 18 If a charge, index dollar amount of the charge.

If a deposit, index dollar amount and depress the RE Key.

- a. If you have no additional lines of posting for this account, depress OCK-1.
- b. If you have additional lines of posting for this account, depress OCK-4, repeat Steps 17 through 18.
- c. If dollar charge amount indexed is larger than the current balance, a bell will ring and the machine will not allow the posting. Credit sales are not authorized. Perform one of two actions:

(1) Post an amount equal to or less than the current balance, if possible.

(2) Depress OCK-1. (Machine prints a zero amount and completes the statement.)

**WARNING:** You must notify the customer of your actions and explain why on the statement itself.

- d. If dollar amount indexed is incorrect and you have not depressed OCK1 or OCK4, depress RE-SET Key and index the correct amount.
- e. If dollar amount indexed is incorrect and you have depressed OCK-1, you cannot correct this statement by machine. You cannot back up. Perform the following:

Void the statement which has the incorrect amount. Re-index the account number and depress OCK-1. (The machine will spin through the rest of the cassette and close it out.) Take the cassette out of Station 1 and store it as 2nd backup. Take the cassette out of Station 2, label it as 1st backup and place it in Station 1. Place a scratch cassette in Station 2. Depress PK10. Adjust the statement until the red line on the carriage is halfway between Bureau of Land Management and Copy Fee Statement. (Machine will spin to the account number re-indexed and print on the next statement.)

## 1372 - COLLECTIONS

Type the charge description and depress OCK-1 as typed before. Index the incorrect amount as before. Depress the RE KEY and OCK-4. Type the same charge description, space, "INCORRECT AMT., SEE ABOVE" and depress OCK-1. Index the correct amount and repeat Step 18 a or b as appropriate.

**WARNING:** If you type an account number smaller than the one you have previously posted, the machine will spin through the cassette looking for it and never find it. To recover from this error, take the cassette out of Station 1, scratch the label and place it in the scratch pool. Take the cassette out of Station 2, label it, and place it in Station 1. Place a scratch cassette in Station 2. Depress PK-10. (The machine will now look for the incorrect number, find it (this assumes the number entered incorrectly is on the cassette in Station 1), and head up a statement.) Depress OCK-1 twice. "X" out the statement with a pen/pencil so it can be thrown away. Type in the correct number and continue your posting.

19 If you have further postings for this cassette, repeat Steps 16 through 18.

20 If you have no further postings for this cassette, index the first account number to be posted in the next cassette and depress OCK-1. (Machine will spin through the cassette and close it out.)

If the account posted is the last account, the machine will close and rewind automatically.

21 Depress PK-16. (Machine prints the cassette totals.)

22 Remove cassette from Station 1 and store it as backup. Remove cassette from Station 2, flip tabs to "WRITE-NO" and label: Master DDA File, Account Number XX to XXX, Date, initials, and dollar amount.

## SECOND AND SUBSEQUENT CASSETTES

23 Place the most current Master DDA Cassette in Station 1 and a scratch cassette in Station 2.

24 Repeat Steps 7 through 23.

## LAST CASSETTE

25 Place the most current Master DDA Cassette in Station 1 and a scratch cassette in Station 2.

26 Repeat Steps 7 through 19.

1372 - COLLECTIONS

- 27 If you have no further postings, index an account number larger than your last account number and depress OCK-1. (Machine will spin through the cassette and close it out.)
- 28 Depress PK-16. (Machine prints the cassette totals.) Remove cassette from Station 1 and store it as backup. Remove cassette from Station 2 and label: Master DDA File, Account Number XX to XXX, and Date and dollar amount.
- 29 Tear off statements printed and give them to the DDA clerk for mailing to the customers. Remove blank statements from lower pinfeed.
- 30 Tear off journal tape printed and give to the DDA clerk for use as a current listing of account balance.

## 1372 - COLLECTIONS

Statement Instructions

## STMT Program

## STEP

## ACTION

- 1 Mount blank statements on lower pinfeed at minus 4 and 86 for L-9700 and 100 and 190 for L-9938. Mount journal tape on upper pinfeed at 102 and 146 for L-9700 and 206 and 250 for L-9938.
- 2 Bring machine to the Ready Mode. Check shift lock light; it must be on.
- 3 Place program cassette in Station 1 and depress PK-3. (Machine Prints: FID.)
- 4 Type STMT1 or 2 and depress OCK-1. (Machine Prints: STMT1 or 2 and then FL when the program is found and loaded.)
- 5 Remove program cassette.

## FIRST CASSETTE

- 6 Place most current DDA Cassette in Station 1 and scratch cassette in Station 2.
- 7 Depress PK-1.
- 8
  - a. Depress OCK-1. (Machine Prints: ENTER CURRENT DATE.)
  - b. Index MMDDYY and depress OCK-1. (Machine Prints: MMDDYY and ENTER JULIAN DATE YYDDD.)
  - c. Index YYDDD and depress OCK-1. (Machine Prints: YYDDD and CHARGE AMT.)
  - d. Index charge amount and depress OCK-1. (Machine Prints: Charge Amount and CHG DESCRIPTION.)
  - e. Type charge description and depress OCK-1. Machine Prints: charge description and CODE.)
  - f. Index charge description code (1 for Simultaneous Oil and Gas (SOG) Available List, or 2 for SOG Results List). Depress OCK-1. (Machine Prints: Charge description code and FOR HELP CALL:.)
  - g. Type State Office name (i.e. UTAH, WY, MT); depress OCK-1. (Machine Prints: Office name and MIN BAL/NOTICE.)
  - h. Index minimum account balance amount and depress OCK-1. (Machine Prints: Minimum account balance amount and INEDX FILE ID.)

1372 - COLLECTIONS

- i. Index 222 and depress OCK-1. (Machine Prints: 222.)

WARNING: When you depress PK-10, (Step 9), the scratch cassette will start-up. While starting-up and with the carriage closed, advance statements until the red line on the carriage is halfway between Bureau of Land Management and Copy Fee Statement. If the statements are not lined up correctly or not feeding correctly, HIT THE PANIC BUTTON to stop the machine. Correct positioning of statements. Open and close doors on stations. Depress PK-1. Depress PK-7 (this bypasses the clearing of totals and variable load). Index File ID 222. Depress OCK-1. Depress PK-10.

- 9 Depress PK-10.

WARNING: If the statements fail to feed correctly any time after starting, HIT THE PANIC BUTTON. You must reset machine totals to zero. Do this by repeating Steps 7 through 9.

- 10 Wait until the machine stops printing statements and rewinds the cassettes. Then check the journal tape to verify that the accounts processed equal the accounts listed on the cassette in Station 1. If not equal, you have a cassette/machine/program error that must be resolved before proceeding. (On journal tape, an asterisk preceding the account number identifies those accounts for which a statement was printed.)
- 11 Depress PK-16. (Machine prints statement totals.)
- 12 Remove cassette from Station 1 and store it as backup. Remove cassette from Station 2, flip tabs to "No-Write" and label it with title, account numbers XX to XXX, and current date.

SUBSEQUENT CASSETTES

- 13 Place next most current master DDA Cassette in Station 1 and a scratch cassette in Station 2.
- 14 Depress PK-10. Repeat Steps 10 through 12.

WARNING: This program accumulates the totals of each cassette. If you repeat a cassette because of a feeding problem, the accumulated total will be in error. You can then process each cassette for its own total by repeating Steps 6 through 12, or you can compute the correct totals.

- 15 Tear off statements printed and give them to the DDA clerk for mailing to the customer. Remove blank statements from lower pinfeed.
- 16 Tear off journal tape printed and give copy to the DDA clerk for use as a current listing of account balances.



## 1372 - COLLECTIONS

Label Making Instructions

- | STEP | Label Program<br>ACTION   |
|------|---|
| 1    | Mount continuous labels on lower pinfeed at 0 for L-9700 and 104 for L-9938. Align label to first print line. Mount journal tape on upper pinfeed at 102 and 146 for L-9700 and 206 and 250 for L-9938. |
| 2    | Bring machine to the Ready Mode. Check Shift Lock Light; <u>it must be on.</u>  |
| 3    | Place program cassette in Station 1 and depress PK-3. (Machine Prints: FID.)  |
| 4    | Type LABL1 or 2 and depress OCK-1. (Machine Prints: LABL1 or 2 and then FL when the program is found and loaded.)   |
| 5    | Remove program cassette.  |
| 6    | Place <u>most current</u> DDA Cassette in Station 1.  |
| 7    | Depress PK-1.   |
| 8    | Depress PK-7. (Machine Prints: INDEX FILE NUMBER.)  |
| 9    | Index file number "222" and depress OCK1. (Machine Prints: 222.)  |
| 10   | Depress PK-3.   |
| 11   | Index code for label printing and OCK1. Index a "1" for available list customers. Index a "2" for Results List customers. Index a "3" for the printing of all customers.                                |
| 12   | Depress OCK-1 and labels will begin to print.   |
| 13   | Between each cassette, depress PK-3, and repeat Steps 11 and 12.  |

1372 - COLLECTIONS

Master Print Instructions

MSPT Program

- | STEP | ACTION  |
|------|---|
| 1    | Mount journal paper on upper pinfeed at 102 and 146 for L-9700 and 206 and 250 for L-9938.  |
| 2    | Bring machine to the Ready Mode. Check Shift Lock Light; <u>it must be on.</u>  |
| 3    | Place program cassette in Station 1 and depress PK-3. (Machine Prints: FID.)  |
| 4    | Type MSPT1 or 2 and depress OCK-1. (Machine Prints: MSPT1 or 2 and then FL when the program is found and loaded.)   |
| 5    | Remove program cassette.  |
| 6    | Place <u>most current</u> EDA Cassette in Station 1 and scratch cassette in Station 2.  |
| 7    | Depress PK-1.   |
| 8    | Depress PK-7. (Machine Prints: FILE ID.)  |
| 9    | Index 222 and depress OCK-1. (Machine Prints: 222.)   |
| 10   | Depress PK-10. (Machine prints contents of cassette on the journal tape.)   |
| 11   | Depress PK-16. (Machine prints total dollar amount.)  |
| 12   | Remove cassette from Station 1 and store as backup. Remove cassette from Station 2, flip tabs to "Write-No," and label it with title, account number XX to XXX, and current date. |
| 13   | Repeat Steps 6 and 10 for additional cassettes.   |

## 1372 - COLLECTIONS

Cassette Duplication Instructions

## DTCPY Program

- | STEP | ACTION  |
|------|---|
| 1    | Mount blank paper, 14 inches wide, on lower pinfeed, for L-9700 and on right-hand side of pinfeed for L-9938.   |
| 2    | Bring machine to the Ready Mode. Check Shift Lock Light; <u>it must be on.</u>  |
| 3    | Place program cassette in Station 1 and depress PK-3. (Machine Prints: FID.)  |
| 4    | Type DTCPY and depress OCK-1. (Machine Prints: DTCPY and then FL when the program is found and loaded.)   |
| 5    | Place scratch cassette in Station 2.  |
| 6    | Depress PK-1. (Machine Prints: CASSETTE TO CASSETTE AND OR CONSOLE PRINT AND OR AUXILIARY PRINTER.<br><br>PK1 FOR CASSETTE TO CASSETTE AND CONSOLE PRINT<br>PK2 FOR CASSETTE TO CASSETTE AND AUXILIARY PRINT<br>PK3 FOR CASSETTE TO CASSETTE WITH NO PRINT.)        |
| 7    | Depress PK-3. (Machine Prints: OCK1 TO PROCESS ALL FILES<br>OCK2 TO PROCESS ONLY ONE.)  |
| 8    | Hold in the left hand "Platen Knob" to keep the machine from advancing the paper and depress OCK-1, (Machine will duplicate the cassette in Station 1 and rewind both cassettes.)   |
| 9    | Take both cassettes out of their stations.  |
| 10   | Flip the No-Write Tabs on Cassette 2 and make the appropriate label.  |
| 11   | Test cassette. <ul style="list-style-type: none"> <li>a. Place cassette in Station 1.</li> <li>b. Depress PK-3.</li> <li>c. Type each program ID in turn to verify that each program will load. (<u>If they do not load</u>, repeat Steps 3 through 11.)</li> </ul> |

## 1372 - COLLECTIONS

Inactive Accounts - Purge Instructions

## PURG Program

- | STEP | ACTION  |
|------|---|
| 1    | Bring machine to the Ready Mode.  |
| 2    | Mount blank statements on lower pinfeed at minus 4 and 86 for L9700 and 100 and 190 for L9938.  |
| 3    | Place program cassette in Station 1 and depress PK-3. (Machine Prints: FID.)  |
| 4    | Type PURG1 or 2 and depress OCK-1. (Machine Prints: PURG1 or 2 and then FL when the program is found and loaded.)   |
| 5    | Remove program cassette.  |
| 6    | Place most current DDA Cassette in Station 1.   |
| 7    | Depress PK-1 (Machine Prints: Enter Purge Date)   |
| 8    | Index selected purge date (MMYY) and depress OCK-1. (Machine Prints: MMYX and Enter Statement Date.) (For example, the current date is Jan. 2, 1981 and you wish to purge accounts that have had no activity for 6 months. The purge date would be 0780.)   |
| 9    | Index current date MMDDYY and depress OCK-1. (Machine Prints MMDDYY and Enter Address.)   |
| 10   | Type State Office address up to 39 characters and depress OCK-1.  |
| 11   | Depress PK-3.   |
| 12   | After the cassette has started up and with the carriage closed, advance statements until the red line is directly over CURRENT BALANCE AVAILABLE and depress OCK-1.   |
| 13   | Wait until the machine stops printing statements, rewinds the cassette and returns to the ready mode. Then remove the cassette from station 1 and store. Remove the statements. Mail the original to the customer. Place the duplicates in a suspense file. |
| 14   | Repeat Steps 7 through 12 for additional cassettes.   |

1372 - COLLECTIONS

Depositories Receiving BLM Collections

OFFICE	1/	DEPOSITORY	OFFICE	1/	DEPOSITORY
<u>HEADQUARTERS</u>			<u>COLORADO con.</u>		
Washington, D.C.	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.	Colorado SO (Denver)	(d)	Womens Bank NA Denver, Colorado
<u>ALASKA</u>			Canon City DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Alaska SO (Anchorage)	(d)	1st Natl. Bank of Alaska Anchorage, Ak.	Craig DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Anchorage DO	(d)	Natl. Bank of Alaska Anchorage, Alaska	Grand Junction DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Fairbanks DO	(d)	1st Natl. Bank of Alaska Fairbanks, Alaska	Montrose DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Alaska OCS (Anchorage)	(d)	Natl. Bank of Alaska Anchorage, Alaska	<u>IDAHO</u>		
<u>ARIZONA</u>			Idaho SO (Boise)	(d)	Idaho 1st Natl. Bank Statehouse Branch Boise, Idaho
Arizona SO (Phoenix)	(d)	Valley Natl. Bank Phoenix, Arizona	Boise DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Ariz. Strip DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.	Burley DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Phoenix DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.	Coeur d'Alene DO	(d)	Idaho 1st Natl. Bank Coeur d'Alene, Idaho
Safford DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.	Idaho Falls DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Yuma DO	(d)	1st Interstate Bank Yuma, Arizona	Salmon DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
<u>CALIFORNIA</u>			Shoshone DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
California SO (Sacramento)	(d)	Bank of America Sacramento, California	<u>MONTANA</u>		
Bakersfield DO	(d)	Bank of America Bakersfield, California	Montana SO (Billings)	(d)	Security Bank NA Billings, Montana
California Desert DO (Riverside)	(d)	Fed. Res. Bank of S.F. Los Angeles, California	Butte DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Redding DO	(d)	Bank of America Redding, California	Dickenson DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Susanville DO	(d)	Bank of America Susanville, California	Lewistown DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Ukiah DO	(d)	Bank of America Ukiah, California	Miles City DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Pacific OSC (Los Angeles)	(d)	Fed. Res. Bank of SF Los Angeles, California			
<u>COLORADO</u>					
Service Center	(d)	Jefferson Bank and Trust Federal Center Lakewood, Colorado			
1/ Method of Depositing:		(d) Direct Deposit	(m) Mailed Deposit		

Depositories Receiving BLM Collections

OFFICE	1/	DEPOSITORY	OFFICE	1/	DEPOSITORY
<u>NEVADA</u>			<u>OREGON Cont.</u>		
Nevada SO (Reno)	(m)	Fed. Res. Bank of Kans. San Francisco, Calif. ←	Medford DO	(d)	1st Interstate Bank of Oregon, Medford, Ore.
Battle Mnt. DO	(m)	Fed. Res. Bank of Kans. San Francisco, Calif. ←	Prineville DO	(m)	Fed. Res. Bank of SF Portland, Oregon
Carson City DO	(m)	Fed. Res. Bank of SF San Francisco, Calif.	Roseburg DO	(d)	1st Natl. Bank of Ore Roseburg, Oregon
Elko DO	(m)	Fed. Res. Bank of SF San Francisco, Calif.	Salem DO	(d)	Western Security Bank Salem, Oregon
Ely DO	(m)	Fed. Res. Bank of SF San Francisco, Calif.	Spokane DO	(m)	Fed. Res. Bank of SF Portland, Oregon ←
Las Vegas DO	(m)	Fed. Res. Bank of Kans. San Francisco, Calif. ←	Tillamook Res. Area	(d)	1st Natl. Bank of Ore. Tillamook, Oregon
Winnemucca DO	(m)	Fed. Res. Bank of SF San Francisco, Calif.	Vale DO	(m)	Fed. Res. Bank SF Portland, Oregon
<u>NEW MEXICO</u>			<u>UTAH</u>		
New Mexico SO (Sante Fe)	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.	Utah SO (Salt Lake City)	(d)	Fed. Res. Bank of SF Salt Lake City, Utah
Albuquerque DO	(d)	Sunwest Bank Albuquerque, NM ←	Cedar City DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Las Cruces DO	(m)	Fed. Res. Bank of El Paso, El Paso, Texas	Moab DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Roswell DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.	Richfield DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Tulsa DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.	Salt Lake City DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
Socorro Res. Area	(m)	Fed. Res. Bank of Kans. City, Denver, Colo. ←	Vernal DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
<u>OREGON</u>			<u>VIRGINIA</u>		
Oregon SO (Portland)	(d)	Fed. Res. Bank of SF Portland, Oregon	Eastern State (Alexandria)	(d)	1st Virginia Bank Alexandria, Virginia
Baker Res. Area	(m)	Fed. Res. Bank of SF Portland, Oregon ←	<u>WASHINGTON</u>		
Burns DO	(m)	Fed. Res. Bank of SF Portland, Oregon	Spokane DO	(d)	The Old Natl. Bank of Washington, Spokane, WA
Coos Bay DO	(d)	Western Bank Coos Bay, Oregon	<u>WYOMING</u>		
Eugene DO	(d)	Citizens Bank Eugene, Oregon	Wyoming SO (Cheyenne)	(d)	American Natl. Bank Cheyenne, Wyoming
Lakeview DO	(m)	Fed. Res. Bank of SF Portland, Oregon	Casper DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
			Rawlins DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
			Rock Springs DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
			Worland DO	(m)	Fed. Res. Bank of Kans. City, Denver, Colo.
1/ Method of Depositing:		(d) Direct Deposit	(m) Mailed Deposit		

1372 - COLLECTIONS

COPY FEES

I. Cash Transaction - Over the Counter

Responsible  
Office/Official

Step

Action

Clerk filling order

1. Fills the order,
2. Completes Form 1370-44, Copy Work Request, leaving the name and address blank.
3. Retains the second copy.
4. Sends the customer, with the other copies of the Form 1370-44, to the cashier for payment.

Cashier

5. Accepts payment from customer.
6. Validates Form 1370-44 or stamps it paid.
7. Issues receipt copy to customer.
8. Retains first copy as support for the deposit.

II. Cash Transaction - Mail

Cashier

1. Completes name and address section of Form 1370-44.
2. Writes in the amount paid.
3. Validates or stamps paid.
4. Retains the first copy as back up to the deposit.
5. Forwards the other copies with the correspondence from the customer to the clerk filling the order.
6. Deposits all copy fees, including fees under the Freedom of Information Act, to account 14-1109, Management of Funds and Resources, activity 4990, project 0001. Waives FOIA fees where the cost of collection exceeds the amount that can be collected. Considers waiving all FOIA fees under \$25 for each response.

## 1372 - COLLECTIONS

## COPY FEES

II. Cash Transaction - Mail (Con.)

<u>Responsible Office/Official</u>	<u>Step</u>	<u>Action</u>
Clerk filling order	7.	Ascertains that the receipt is validated or stamped and in the proper amount.
	8.	Fills the order.
	9.	Mails the receipt copy of the Form 1370-44 to the customer with the copies requested.

III. Declining Deposit Transactions. Declining deposit copy fee accounts (DDA) are established in State Offices for advance payments from customers making regular purchases of copies. All deposits are to 14X6800, Unearned Monies, BLM.

Maintaining Accounts

DDA Accounts Clerk	1.	Maintains DDA accounts on cassette tapes using Burroughs L-9700 Receipting and Validating Machine or other approved posting machine.
	2.	Maintains an alphabetic listing of customers to provide cross reference when the account number is unknown.
	3.	Maintains a customer history file by account number, containing all documentation affecting the account balance.
	4.	Maintains a closed file alphabetically.

Receiving Remittances

Cashier	5.	Receives remittances over the counter or through the mail to open a new account or add to balance of an existing account.
	6.	Validates and processes Form 1370-44, Record of Remittance Received, using totalizer key for the unearned account.
	6a.	If the remittance is received by the cashier with a simultaneous oil and gas (SOG) filing application attached, sends the application to the SOG section with the accounting copy of the Form 1370-42 for inclusion in the drawing.



## 1372 - COLLECTIONS

## COPY FEES

III. Declining Deposit Transactions (Con.)

<u>Responsible Office/Official</u>	<u>Step</u>	<u>Action</u>
Cashier	7.	Forwards the collection copy to the accounts clerk with the remittances at the end of the posting period to support the deposit.
	8.	Forwards the case copy and the receipt copy to the DDA clerk with any correspondence from the customer attached.
	8a.	If the remittance is received across the counter, gives the receipt copy to the customer.
Accounts Clerk	9.	Tapes the collection copies and verifies the total against the cash transaction record, Form 1370-11.
	10.	Deposits the remittances using a separate Collection Data Sheet, Form 1370-35 and Office Code 910. (See BLM Manual Section 1684.)
	11.	Maintains the balance of the DDA's with the unearned accounts but on a separate control ledger.
	12.	Posts the control ledger from the collection deposit tickets identified by lock number, Journal Vouchers prepared from copy work requests, and refunds.
DDA Clerk	13.	Tapes the Form 1370-42's and reconciles with the total for copy fees unearned by lock number from the cashier.
	14.	Posts the remittances to the DDA accounts along with the charges, and reconciles the total against the journal tape.
	15.	Retains the receipt copy if available, and the case copy, until the account is posted.
	15a.	If the remittance is to establish a new account, assigns an account number, establishes the account on tape, and issues a Copy Fee Statement, Form 1370-43 (see Illustration 28).

## 1372 - COLLECTIONS

## COPY FEES

III, Declining Deposit Transactions (Con.)

<u>Responsible Office/Official</u>	<u>Step</u>	<u>Action</u>
DDA Clerk	15b.	If the remittance is to add to an existing account, increases the balance and issues a Copy Fee Statement.
	16.	Forwards the statement to the customer with the receipt copy of the Form 1370-42 attached, if available.
	17.	Files the case copy, with any correspondence, in the customer history file.

Requests for Copy Work

	18.	Prepares a copy Work Request, Form 1370-44, for all copy work requests received; entering the name and address of the customer, and the cost of the order.
	19.	Determines the account number, either from the customer request or from the look-up file and enters it on the Form 1370-44.
	20.	Determines the availability of funds in the customer's account from the last listing.
	20a.	Checks the posting file of unposted copy work requests, and the unfilled order file, to assure that the customer hasn't already incurred charges against the account since the last listing was run.
	21.	If funds are not available, notifies the customer and requests additional funds before the order is filled.
	22.	If funds are available, enters the available balance on the Form 1370-44, enters the new balance, retains the File copy in the unfilled order file, and forwards the others to the clerk filling the order.
Clerk Filling Order	23.	Makes copies and certifies if necessary.
	24.	Forwards copies to customer with Receipt copy of 1370-44.

## 1372 - COLLECTIONS

## COPY FEES

III. Declining Deposit Transactions (Con.)

<u>Responsible Office/Official</u>	<u>Step</u>	<u>Action</u>
Clerk Filling Order	25.	Retains voucher copy of 1370-44 if necessary for file.
	26.	Forwards accounting copy of 1370-44 to DDA clerk with date order was filled.
DDA Clerk	27.	Removes File Copy of Form 1370-44 from unfilled file and matches with accounting copy and places in posting file.
	28.	Before posting, runs an adding machine tape to determine the net total of the postings.
	29.	After posting, reconciles the adding machine net total with the net amount of the journal tape.
	30.	Forwards the original of the Copy Fee Statement to the customer.
	31.	Files the File Copy of the Form 1370-44 and a copy of the statement in the customer history file.
	32.	Places the accounting copy of the Form 1370-44 in a holding file by posting batch, with the adding machine tape attached.
	33.	Tapes the batches to arrive at a monthly total, and forwards to the accounts clerk at the end of the month.
	34.	Prepares a Journal Voucher, Form 1370-39, using office code 910, to transfer the total batch amount from Unearned Monies - 14X6800, to the Earned Account-14-1109.
	34.	Posts the Journal Voucher to the separate control ledger for DDA accounts.
<u>Reconciliation</u>		
	36.	Reconciles the control ledger with the DDA master list each time it is run (weekly if the volume of transactions exceeds 50 per week), (See Illustration 27 for reconciliation format).

## 1372 - COLLECTIONS

## COPY FEES

III. Declining Deposit Transactions (Con.)Responsible  
Office/OfficialStepActionReconciliationClosing Accounts

DDA Clerk

37. Cuts off transactions to the SC at least 2 work-days before the end of the month.
38. Reconciles control ledger monthly to separate unearned printout of unearned DDA in Office Code 910.
39. Closes accounts any time at the request of a customer.
40. Reviews the listing of account balances at least every 6 months to identify inactive accounts.
41. Sends a notice to any customer whose account has been inactive more than 6 months inquiring if the account should remain open or be closed.
42. If no response is received, closes the account unless there is some reason to believe that it may become active.
43. If the balance is under \$1.00 and no response is received, closes the account, however, makes no refund unless requested to do so.
44. Issues a Form 1370-43 to the customer with an annotation that account will be closed and a check will be issued if the balance is \$1.00 or more and will not be issued if the balance is under \$1.00 except upon request.
45. Forwards a copy of the statement to the accounts clerk with any correspondence from the customer.
46. Files all correspondence related to the closing, in the customer history file.

## 1372 - COLLECTIONS

## COPY FEES

III. Declining Deposit Transactions (Con.)

<u>Responsible Office/Official</u>	<u>Step</u>	<u>Action</u>
Accounts Clerk	47.	Schedules a check for issuance to the customer if the account balance is \$1.00 or more. Prepares a Journal Voucher, Form 1370-39 transferring the balance from the unearned to the earned account if the balance is under \$1.00. This closes the account.
	48.	Files the copy of the statement, as back up to the refund or the Journal Voucher.
<u>Closing Accounts</u>		
Accounts Clerk (Con.)	49.	Forwards a machine copy of the statement with an annotation of the schedule or Journal Voucher number and date to the DDA clerk.
DDA Clerk	50.	Posts the machine copy of the statement to the accounts, and files in the customer history file.
	51.	Pulls the entire customer history file and places in separate alphabetic file of closed accounts.
	52.	Reassigns the account number to the next customer.

1372 - COLLECTIONS

Receipting for Collections  
Controls

1. District and State Offices Without Receipting and Validating Machines.

a. Regular Collections (for Simultaneous Oil and Gas, see Appendix 4).

<u>Responsible Official</u>	<u>Step</u>	<u>Action</u>
Mail Clerk	1.	Opens and time stamps mail. Prepares an adding machine tape (in duplicate) of all remittances. Enters date on both tapes.
	2.	Sends one copy of the tape to the employee responsible for reviewing collections; delivers the other copy with the remittances, to the employee responsible for deposits.
Cashier or Receiving Clerk	3.	Receives over-the-counter collections, and issues receipts immediately.
	4.	Prepares an adding machine tape (in duplicate) of all over-the-counter collections.
	5.	Sends one copy of the tape to the employee responsible for reviewing collections; delivers the other copy, with the remittances and receipts, to the employee responsible for deposits.
Employee Responsible for Deposits	6.	Verifies remittances received from the mailroom, signs the tape, and returns the tape to the mailroom.
	7.	Verifies over-the-counter collections received with receipts and tape, and returns signed copy of tape to the receiving clerk or cashier.
	8.	Processes outstanding bills/notices and prepares receipts, transfers, returns, or listing of undeposited remittances.
	9.	Prepares Deposit Ticket and Collection Data Sheets, Form 1370-35; sends copy of Deposit Ticket, with receipts attached, with transfer or return documents, list of undeposited remittances, and Collection Data Sheets to the employee responsible for reviewing collections.

1372 - COLLECTIONS

- |  |   |
|--|---|
| Employee Responsible<br>for Reviewing<br>Collections | 10. Verifies adding machine tapes received in Steps 2 and 5 with collections to be deposited, transferred, returned, or retained. |
|  | 11. Verifies and submits Collection Data Sheets to D-510. Returns all other documents to the employee responsible for deposits.   |
| Employee Responsible for<br>Deposits                 | 12. Processes and files documents and deposits remittances.   |

2. State Offices Using Receipting and Validating Machines.

- a. Regular Collections ( for Simultaneous Oil and Gas Leasing, see Appendix 3.)

<u>Responsible Official</u>	<u>Step</u>	<u>Action</u>
Mail Clerk	1.	Opens mail and turns over all remittances to the cashier.
Cashier or Receiving Clerk	2.	Validates outstanding bills/notices or prepares and validates receipts for all collections received by mail and over-the-counter.
	3.	Sends bills/notices, receipts, Daily Record of Cash transactions, Corrections and Summary Sheet, and remittances to the employee responsible for preparing deposits.
	4.	Prepares adding machine tape of all remittances and reconciles with the receipting and validating machine tape, completes first three columns of Form 1370-11, Cash Transactions Record.
Employee Responsible for Deposits	5.	Verifies receipts, etc., with collections, tapes, remittances; completes columns 4 and 5 on Form 1370-11, and processes as in Step 8 and 9, above.
Employee Responsible for Reviewing Collections	6.	Reconciles receipting and validating machine tape with Cash Transactions Record and collections to be deposited, transferred, returned, or retained, and completes as in Step 11, above.
Employee Responsible for Deposits	7.	Processes and files documents and deposits remittances.