

## 4 FAM 330 DISBURSING

(CT:FIN-386; 09-14-2007)  
(Office of Origin: RM/FPRA/FP)

### 4 FAM 331 GENERAL

#### 4 FAM 331.1 Scope and Applicability

(CT:FIN-386; 09-14-2007)

- a. *This subchapter prescribes guidance for* those employees designated and authorized to disburse and collect funds and appropriations of the U.S. Government. *The* employees so designated and supervisory personnel must adhere to the Department's policies *and procedures related to disbursing in 4 FAH-2, Disbursing Officer Handbook, as well as the subchapters related to cash management in 4 FAM 300 and 4 FAH-3 H-300.*
- b. *Detailed* procedures and forms *related to disbursing that are not prescribed in 4 FAH-2* are the responsibility of the Director, *Office of Global Disbursing Operations, Global Financial Services, Bureau of Resource Management (RM/GFS/S/DO).*

#### 4 FAM 331.2 Authorities

(CT:FIN-386; 09-14-2007)

- a. A U.S. disbursing officer (USDO) is an accountable officer, *as defined in 4 FAM 414*, who derives the authority to disburse by direct delegation from the Chief Disbursing Officer (CDO) of the U.S. *Department of the Treasury* (Treasury Financial Manual (TFM)). This authority is provided by and subject to:
  - (1) 31 U.S.C. 3321(b);
  - (2) 31 U.S.C. 3322;
  - (3) 1 TFM 2-3100;
  - (4) 1 TFM 4-1000;

- (5) 1 TFM 4-2000; and
  - (6) Title 7, Policy and Procedures Manual, *Government Accountability Office*:
    - (a) Chapter 6, Disbursements;
    - (b) Chapter 7, Concepts of Federal Accountability and Responsibilities of Accountable Officers; and
    - (c) Chapter 8, Settlement of Accounts and Relief of Accountable Officers.
- b. A USDO (or assistant USDO) is the only person authorized to make direct disbursements from U.S. Government funds. A USDO is authorized to make disbursements for any item for which the USDO has a properly certified voucher.
- c. A cashier or subcashier can make direct disbursements only as authorized in their official designation (see 4 FAH-3 H-393.2). A cashier or subcashier is authorized to make disbursements from an operating cash advance that the cashier receives from the USDO. Subcashiers receive an operating cash advance from the Class B cashier. *The Bureau of Resource Management, Office of the Deputy Assistant Secretary for Global Financial Services (RM/GFS), authorizes* a domestic cashier or subcashier to make payments from an operating cash advance received from the Department *of State*.

## **4 FAM 332 THROUGH 339 UNASSIGNED**