

ARS □ CSREES □ ERS □ NASS
Policies and Procedures

Title: Metered Mail, Postage Stamps, and Small Package
Courier Service Payment Procedures

Number: 263.3

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Information Systems Staff

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This DIRECTIVE states policy, procedures, and the related responsibilities and actions required for payment of metered mail, postage stamps, and small package courier service.

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1. ABBREVIATIONS

- AAO - Area Administrative Officer
- AO - Administrative Officer
- CAD - Contracting and Assistance Division
- FMD - Financial Management Division
- GSA - General Services Administration
- GSD - General Services Division
- LC - Location Coordinator
- NFC - National Finance Center

2. POLICY

It is ARS policy to procure and use metered mail, postage stamps, and small package courier service for official Government business instead of postage-and-fees-paid mail. The postage custodians are responsible for the accountability and security of the postage set on the meters, postage stamps, and equipment.

3. AUTHORITIES

- 41 CFR Chapter 201-45.107
- Treasury Financial Manual for Guidance of Departments and Agencies, Volume 1, Sections 4-3040.10 and 4-4030
- Manual of Procedures and Instructions for Cashiers, Section 0701

4. DEFINITIONS

Administrative Officer: An employee responsible for performing, or supervising employees who perform, administrative support duties related to budget and fiscal; procurement and contracting; personnel; automatic data processing; and other office support services.

Courier Service Designee: An employee designated by the unit supervisor to be the liaison and point of contact for handling all matters relating to courier delivery services; receiving the procurement copy of the airbill; verifying and approving vendors' invoices for payment; and completing AD-757.

Postage Custodian: An employee designated by the unit supervisor to be responsible for the custody, security, and accountability of the postage meter(s) and the related postage which is set

on the meters. This employee is also responsible for buying and issuing postage stamps and assuring that they are used properly.

Indirect Research Costs: Any research costs at a location which benefit more than one Research Management Unit and cannot be effectively charged directly to each research account. These costs are accumulated and controlled in indirect cost accounts and distributed to the research accounts at pre-set rates.

5. FORMS

- AD-700 - Procurement Request
- AD-757 - Miscellaneous Payment System Voucher
- 3602-A - Daily Record of Meter Register Readings
- PS-3603 - Receipt for Postage Meter Setting
- SF-1164 - Claim for Reimbursement for Expenditures on Official Business
- SF-1165 - Receipt for Cash Subvoucher

6. PROCUREMENT OF POSTAGE METER EQUIPMENT--LEASE OR PURCHASE

Unit Administrative Officer or Designee

Prepare a requisition (AD-700) to acquire the postage meter(s) and other mailing equipment and forward documents to the authorized purchasing official. Area and Location offices will charge their indirect research accounting code.

NOTE: Headquarters units do not lease or need to purchase postage meter equipment. They receive mail services through agreements with the Beltsville Area, National Agricultural Library, Animal and Plant Health Inspection Service, and Office of Operations, USDA. If Headquarters offices require equipment, contact GSD.

7. PURCHASE OF METERED POSTAGE FROM THE POST OFFICE

CHECK PAYMENT METHOD

Postage Custodian

- Prepare AD-757, requesting a check for the amount of the postage desired to be set on the meter. Refer to Exhibit 1.

NOTE: **The payee's name will be "U.S. Postmaster"** and the payee's address will be the address of the Postal Custodian who requested the check. Do not use the custodian's name on the check.

- Enter the appropriate indirect research accounting code (XOIXXXXXXX) on the AD-757 and send to AAO, AO, or LC for approval.

NOTE: In cases where Location or Area offices are serviced by the same postage meter equipment, use the program management and indirect research accounting codes for each office and prorate the expenditures equitably.

- Submit request for check in sufficient time to prevent the total depletion of the postage set on the meter.

AAO, AO, or LC

- Sign and forward AD-757 to designated Certifying Officer.

Certifying Officer

- Certify and process AD-757 and forward to NFC for payment. (Check will be mailed to the Postage Meter Custodian by the Treasury Disbursing Center.)

Postage Custodian

- Take the check and the meter to the Post Office and have Custodian official set the postage on the meter for the amount of the check. The Post Office official will issue a PS-3603 (Exhibit 2).

IMPREST FUND METHOD

Imprest funds may be used **only** in emergency situations when there is insufficient time to request and receive a check and postage is needed to process the mail and the transaction **does not exceed** \$500. Otherwise, use the check payment method.

AO, AO, or LC

- Prepare and approve an AD-700 to authorize the Imprest Fund Cashier to issue cash to the Postage Custodian.

Postage Custodian

- Present the approved AD-700 to Imprest Fund Cashier and request a specific amount in cash to purchase meter postage when needed.

Imprest Fund Cashier

- Issue a SF-1165, according to MANUAL 303.4C and Exhibit 3.
- Advance the cash and obtain the Postage Custodian's signature on the "Interim Receipt for Cash" portion of the SF-1165.

Postage Custodian

- Take the cash and the meter to the Post Office and have an official set the postage on the meter for the amount of the AD-700. The Post Office will issue a PS-3603 (Exhibit 2).
- Return the original PS-3603 and SF-1165 to the Imprest Fund Cashier. Retain a copy of the PS-3603 with accountability records.

Imprest Fund Cashier

- Void the stub of the SF-1165 and give it to the Postage Custodian who signed for the cash.
- Include the original copy of the PS-3603 with the Imprest Fund Cashier's reimbursement voucher to replenish the imprest fund.

NOTE: Do not include the "void" copy of the SF-1165 with the Imprest Fund Cashier's reimbursement voucher.

8. PURCHASE OF POSTAGE STAMPS

The use of postage stamps is authorized for unique or emergency needs and for those locations whose operation is so small that a postage meter is unjustified. The imprest fund may be used for purchase of stamps, or they may be purchased with personal funds and claimed on SF-1164 as prescribed in DIRECTIVE 341.1. The stock of postage stamps on hand should be limited to a maximum of 3-months usage.

AO, AAO, or LC

- Prepare and approve an AD-700 to authorize the Imprest Fund Cashier to issue cash to purchase stamps upon receiving requests from the postage custodian.

Postage Custodian

- Present the approved AD-700 to the Imprest Fund Cashier and request a specific amount in cash to purchase postage stamps when needed.

Imprest Fund Cashier

- Issue an SF-1165, according to MANUAL 303.4C and Exhibit 4.
- Advance the cash and obtain the Postage Custodian's signature on the "Interim Receipt for Cash" portion of the SF-1165.

Postage Custodian

- Take the cash and the SF-1165 to the Post Office. Purchase the stamps and have the Post Office employee sign the SF-1165.
- Return SF-1165 to Imprest Fund Cashier.

Imprest Fund Cashier

- Include the SF-1165 with the Imprest Fund Cashier's reimbursement voucher to replenish the imprest fund.

Postage Custodian

- Secure stamps in a locked container. Maintain an inventory record of the supply of postage stamps which includes purchases and usage.

9. SMALL PACKAGE COURIER SERVICE

In accordance with GSA Contract No. GS-00F-13300, the use of Federal Express for overnight delivery of express small packages up to 70 pounds and less than 108" in length and girth combined or shipments up to 150 pounds nationwide, including Alaska, Hawaii, and Puerto Rico is mandatory for civilian executive agencies.

Courier Service Designees

- Contact local Federal Express office to request an account number. To assist in tracking expenses and resolving billing problems, a separate account can be established for each accounting code used to pay for small package courier service shipments.
- Request Federal Express to send invoice to the address of the appropriate courier service designee for verification and the approval of vendors' invoices for payment.
- Call local Federal Express office and request a pickup of the item(s) being shipped or schedule daily pickups, if volume warrants.
- Prepare a Federal Express airbill in accordance with Federal Express instructions. Ensure that the following items are entered on the Federal Express airbill:
 - Federal Express **account number** is entered in Sender's Federal Express Account Number block.
 - ARS 10-digit **accounting code** is entered in the Internal Billing Reference Information block.
- Detach and retain Sender's copy of the airbill and send the remaining copies with the package.
- Retain a copy of the airbill in a pending file for verification with invoice.
- Verify airbills with invoices and stamp or write "Approved for Payment" on the invoice and sign it.
 - Prepare an AD-757 according to NFC's MISPAY procedures and Exhibit 5 and obtain signature of supervisor or other appropriate official. Forward AD-757 with the invoice attached to the designated Certifying Officer. Provide information copies of the forms to the servicing Budget and Fiscal Office.
 - If the Designated Certifying Officer is unknown, field personnel should contact their Unit Administrative Officer and Headquarters personnel should contact the Chief, ADP and Major Equipment Branch, CAD, for information.

Certifying Officer

- Review and certify AD-757 for payment and forward to NFC for processing.

10. SECURITY AND ACCOUNTABILITY

Postage Custodian

- Lock the postage meter machine after each use and secure the key in a locked file cabinet or safe separately from the postage meter machine.
- Secure the postage meter machine, stock of postage stamps, and blank airbills in a locked file cabinet or safe when not in use.
- Maintain the following mail accountability records:
 - PS 3603, Receipt for Postage Meter Settings
 - Copy of SF-1165, Receipt for Cash - Subvoucher signed by Post Office employee
 - AD-757, Miscellaneous Payment System
 - PS 3602-A, Daily Record of Meter Register Readings (see Exhibit 6)
 - Copy of SF-1164, Claim for Reimbursement for Expenditures on Official Business
 - Copy of Federal Express Airbill (if the Postage Custodian is also responsible for courier operations)
- Retain accountability records for 6 years before disposition in accordance with DIRECTIVE 251.8.

11. VERIFICATIONS

AO

- Appoint two employees, or have imprest fund verifiers, where available, make unannounced verifications of the postage stamp inventory and make periodic reviews of accountability records and security procedures.

FMD/GSD

- Make unannounced verifications during the conduct of Mutual Assistance Reviews, Internal Control Reviews, and Imprest Fund Audits.

T. J. CLARK

Deputy Administrator

Administrative Management

Exhibits

- 1 AD-757 - Miscellaneous Payment System - Postal Meters
- 2 PS-3603 - Receipt for Postage Meter Settings
- 3 SF-1165 - Receipt for Cash - Subvoucher - Postal Meters
- 4 SF-1165 - Receipt for Cash - Subvoucher - Postage Stamps
- 5 AD-757 - Miscellaneous Payment System - Courier Service
- 6 PS-3602-A - Daily Record of Meter Register Readings

Exhibit 1

AF-157, MISCELLANEOUS PAYMENT SYSTEM - POSTAL NOTES

MISCELLANEOUS PAYMENTS SYSTEM
See completion instructions published in Title II, Voucher and Invoice Payments Manual, Chapter 6, Section 5.

1. FUND CODE (3)		2. UNIT CODE (2)		3. VOUCHER NUMBER (7)		4. PAYMENT CODE (2)		5. ACTION CODE (3)		6. FISCAL YEAR (2)	
15		6		XXXXXX		01		A		83	
7. PAYEE NAME (30)						13. DATE AGENCY RECEIVED (MM/DD/YY)		14. DATE DISBURSED (MM/DD/YY)		10. FISCAL YEAR (2)	
J. C. Postmaster						MO DAY YR		MO DAY YR		83	
8. PAYEE ADDRESS (30)						18. TYPE COMMODITY/PAYMENT CODE (Enter one code only)					
Postal Meter Custodian											
9. PAYEE ADDRESS (30)						19. CHECK ACCOUNT (15)					
3401 Edwin St., P.O. Box 22909											
11. CHECK IDENT. INFORMATION (See Completion Instructions)						20. PAYMENT IDENTIFICATION NUMBER (10)					
12. CHECK IDENT. INFORMATION (See Completion Instructions)											
12. CHECK IDENT. INFORMATION (See Completion Instructions)						21. CHECK CONTRACT DATE (MM/DD/YY)					
1034 Meter 467964											
14. POSTAGE FOR METER 67964						22. SUBJECT CODE (2)					
6017705210											
23. AMOUNT (13)						24. BLANK OR CR (2)					
10000 30											
25. DATE (MM/DD/YY)						26. TOTAL (13)					
TOTAL											
27. DATE (MM/DD/YY)						28. DATE (MM/DD/YY)					
TOTAL											
29. UNIT CONTROL CODE (2)						30. DATE (MM/DD/YY)					
31. UNIT CONTROL CODE (2)											

EXISTENT FOR POSTAGE METER

32. UNIT CONTROL CODE (2)

33. DATE (MM/DD/YY)

34. DATE (MM/DD/YY)

35. DATE (MM/DD/YY)

36. DATE (MM/DD/YY)

37. DATE (MM/DD/YY)

38. DATE (MM/DD/YY)

39. DATE (MM/DD/YY)

40. DATE (MM/DD/YY)

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95. DATE (MM/DD/YY)

96. DATE (MM/DD/YY)

97. DATE (MM/DD/YY)

98. DATE (MM/DD/YY)

99. DATE (MM/DD/YY)

100. DATE (MM/DD/YY)

Mail to: USDA, OFM, National Finance Center, P.O. Box 50000, New Orleans, LA 70160

FORM AF-157 (JULY 1979)

COMPLETION INSTRUCTION FOR AD-757
METER POSTAGE

The following numbers correspond to the circled numbers on the following exhibit.

- (1) Payee's name or descriptive information - "U.S. POSTMASTER".
- (2) Payee's Address: "POSTAL METER CUSTODIAN", not the custodian's name.
- (3) Street number or post office box (NTE 30 Characters).
- (4) City, State, and Zip Code (NTE 27 Characters).
- (5) Fund Code "T5".
- (6) Leave Blank (for Forest Service use only).
- (7) Voucher Number. Headquarters: Leave blank, Certifying Officer assigns.
Areas: Area Office assigns each Location a block of sequential voucher control numbers to use when each AD-757 is prepared.
- (8) Payment Code "01".
- (9) Action Code "A".
- (10) "DATE AGENCY RECEIVED INVOICE" Block and "DATE GOODS OR SERVICES REC'D" block
block must always be the same which will be the date the AD-757 is prepared at
the Location.
- (11) Type Payment "3".
- (12) Document Type "1034"
- (13) Document Identification (Meter Number).
- (14) Must show "POSTAGE FOR METER #XXXXX".
- (15) Leave blank.
- (16) Form 1099 "X" in "NO" block.

- (17) Accounting Code - 5 digits in column A and either 5 or 9 digits (the additional 4 digits are for use of the local option code) in column B. Please insure that the accounting codes have been established in the Accounting System.
- (18) Object Class "2352".
- (19) Amount requested
- (20) Total amount requested.
- (21) Preparer's signature, date, and telephone number.
- (22) Reviewer's signature, date, and telephone number.
- (23) Leave blank. Forward to designated Certifying Officer for completion.

COMPLETION INSTRUCTIONS FOR AD-757
FEDERAL EXPRESS PACKAGE COURIER SERVICE

The following numbers correspond to the circled numbers on the following exhibit.

- (1) Vendor Number, leave blank.
- (2) Payee's Name or Descriptive Information "FEDERAL EXPRESS".
- (3) Payee's Address, enter address of Federal Express office serving the office (NTE 30 characters).
- (4) Post Office Box Number (NTE 30 characters).
- (5) City, State, and Zip Code (NTE 27 characters).
- (6) Fund Code "T5".
- (7) Leave blank (for Forest Service use only).
- (8) Voucher Number. Headquarters: Leave blank, Certifying Officer assigns.
Areas: Area Office will assign each location a block of sequential voucher control numbers to use when each AD-757 is prepared at the location.
- (9) Payment Code "01".
- (10) Action Code "A".
- (11) Foreign Country Code, leave blank.
- (12) Date Agency Received Invoice. Using stamped date on the invoice(s), determine the latest date for the same month. This is the date that should be entered. If invoices cover different months, a separate AD-757 must be prepared for each month.
- (13) Date Goods or Services Rec'd. Using the dates the service was received, enter the latest date in this block.
- (14) Type Payment "1".

- (15) Check Identification Information, Line 1. Document Type "1034". If BPA is established for Federal Express, use Document Type "0038". Document Identification Contract Number, BPA (AD-0038 number) if BPA has been established or GSA Contract number (GS-00F-13300). Insert invoice number(s) (NTE 30 characters). If additional space is required for invoice numbers, use lines 2 and 3 (NTE 30 characters per line). If payment information and invoice numbers exceed the 90 spaces, complete an "Invoice Processed for Payment" sheet (see page 4 of this exhibit for blank copy) and write "Inv, Info Sent Under Separate Cover" in the block on lines 2 and 3.
- (16) Leave blank.
- (17) Form 1099, "X" in "NO" block.
- (18) Accounting Code. 5 digits in column A and either 5 or 9 (the additional 4 digits are for the use of the local option code) in column B. Please insure that the accounting codes have been established in the Accounting System.
- (19) Object Class "2353".
- (20) Amount of invoice.
- (21) Total amount of voucher.
- (22) Preparer's signature, date, and telephone number.
- (23) Reviewer's signature, date, and telephone number.
- (24) Forward to designated Certifying Officer for completion.

Exhibit 2

PS-3603, RECEIPT FOR POSTAGE METER SETTINGS

U. S. POSTAL SERVICE									
RECEIPT FOR POSTAGE METER SETTINGS									
No. 53									
9	Amount to be added to Existing Record	<input checked="" type="checkbox"/>	DATE		10/17/53				
8	Line 7 Verified With Meter	<input checked="" type="checkbox"/>	CHECK IF THIS IS FIRST SETTING AT THIS OFFICE		<input type="checkbox"/>				
7	Accounting Register AFTER Setting		UNIT VALUE	01	METER NO.	5101414131			
6	Number Units Set (Same as #4)		RECEIVED FROM	USDA					
5	Accounting Register BEFORE Setting		AMOUNT OF SETTING		CASH OR CHECK	<input checked="" type="checkbox"/> 50.00			
4	One General Total (1 plus 2)		POST OFFICE	P. G. Plaz...					
3	Number Units Set		POSTMASTER: per						
2	One General Total (1 plus 2)		1976-752-110 GPO						
1	Five Cental Total (12 plus 4)								

Exhibit 3

RECEIPT FOR CASH—SUBVOUCHER
(To be used when invoice is not available)

Services No. 0000
Date

RECEIVED BY THE
F. B. I.
1954-1955

INTERIM RECEIPT FOR CASH

Received in cash from and (\$.....) for the following:

QUANTITY	ARTICLES OR SERVICES	AMOUNT
	THIS SLIDE IS NOT USED BECAUSE THIS FORM IS	
	"VOIDED" BY THE CASHIER UPON RECEIPT OF THE	
	PS FORM 3603	

DATE XX/XX/XX

Received of Imprest Fund Cashier
Y.S.S.S.S. for which I hold
myself responsible to the United
States.

Signature of
Postage Meter Custodian
(Signature)

NOTE TO SIGNER
Be sure this receipt is marked "VOID"
and returned to you when the transaction is
completed or the funds returned to the Cashier.

Vendor

Address

PURPOSE (Print, etc.)

By (Signature of Vendor's agent)

Title

APPROPRIATION AND ACCOUNTING CLASSIFICATION

200 11-10-1953 M-3

Standard Form 1148
7 040 5108
1148 100

RECEIPT FOR CASH—SUBVOUCHER
(To be used when invoice is not available)

Scrivener No. 1111
Date XX / XX / XX

Received in cash from name of "Postage Meter Custodian"
Dollars _____ and _____ (\$ _____) for the following:

INTERIM RECEIPT FOR CASH

DATE XX / XX / XX
Received of Imprest Fund Cashier
\$..... for which I hold
myself accountable to the United
States.

QUANTITY	ARTICLES OR SERVICES	AMOUNT
XXXX	Postage Stamps	\$ \$ \$ \$

Signature of Postage Meter Custodian
(Signature)

Vendor U. S. Post Office
Address Post Office Address
Your Town

By Signature of Post Office Employee
(Signature of Vendor Agent)
Title Title of Post Office Employee
(SEE POST SIGN IN PREVIOUS)

NOTE TO BANNER
Be sure this receipt is marked "VOID"
and returned to you when the transaction is
completed or the funds returned to the Cashier.

PURPOSE (Print, All)
To purchase postage stamps

APPROPRIATION AND ACCOUNTING CLASSIFICATION
X01XXXXXXXX

978 548-14-1048-1

This is a receipt signed by a Post Office Employee verifying that postage stamps have been purchased.

AD-757, MISCELLANEOUS PAYMENT SYSTEM - COURIER SERVICE

MISCELLANEOUS PAYMENT SYSTEM

1. ORDER/CONTRACT NO. (11)		2. UNIT CODE (2)		3. CONTRACT NUMBER (1)		4. PAYMENT CODE (3)		5. AUTHORITY CODE (1)		7. FOREIGN COUNTRY ESTAB. (2)	
6. PAYEE NAME (10)				8. DATE ORALLY RECEIVED (WHOLE) (1)		9. MO. DAY YR.		10. DATE GOODS REC'D. ACC. PERIOD END DATE (1)		MO. DAY YR.	
11. 1ST LINE ADDRESS (20)				13. TYPE COMMODITY/PAYMENT CODE (Enter one code only) M = Meat C = Construction K = Other Goods and Services D = Dairy Q = Other Goods and Services (Pay Immediately) F = Perishable Food							
10. 2ND LINE ADDRESS, (30) OR VENDOR CFT IDENTIFICATION NUMBER (12)				14. TERMS				19. NET TERMS			
16. CITY (20)		STATE (2)		ZIP CODE (10)		17. ORDER/CONTRACT DATE		18. MO. DAY YR. VENDOR INVOICE DATE		18. MO. DAY YR.	
12. CHECK IDENT. INFORMATION (i.e., Order/Invoice Date, Order/Contract/Invoice No.)				15. FORM 1099				20. TAXPAYER'S IDENTIFICATION NUMBER (11)			
1. (20)				No.				21. HOURS OR FUND CODE/UNIT CODE			
2. (20)				22. AMOUNT				23. BLANK OR CR			
3. (20)				ACCOUNTING CLASSIFICATION							
				A B C				D E			
				1				2			
				3				4			
				5				6			
				7				8			
				9				10			
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				193				194			
				195				196			
				197				198			
				199				200			

EXHIBIT FOR FEDERAL EXPRESS

27. PREPARED BY _____ 28. DATE _____ 29. AUDITED BY _____ 30. DATE _____

31. UNIT CERTIFYING OFFICER CONTROL CODE _____ 32. UNIT CERTIFYING OFFICER SIGNATURE _____ 33. DATE _____

34. TITLE _____ 35. PHONE (Area Code and Number) _____ PYS _____

36. MAIL TO: USDA, OFM, National Finance Center, P.O. Box 60000, New Orleans, LA 70160

FORM 40-137 (USDA) REV. 7/74

VOUCHER AND INVOICE PAYMENTS MANUAL
OTHER PAYMENTS
MISCELLANEOUS PAYMENTS

COMPLETION INSTRUCTIONS - FORM AD-757,
MISCELLANEOUS PAYMENTS SYSTEM, TO MAKE PAYMENTS

The numbers below correspond to the numbers of the blocks shown on the AD-757.

BLOCK

- ① VENDOR/SELLER IDENT. NO. - When possible, obtain this number from the seller, and enter the 11-position (including dashes) Dun & Bradstreet (DUNS) Number (formatted as 00-000-0000), or The Employer Identification Number (EIN) (formatted as 00-0000000) or the Social Security Number (SSN) (formatted as 000-00-0000). Note: Federal Express ID # is: 71-0427007.
- ② FUND CODE - Enter the 2-position NFC assigned fund code as shown in Appendix B. When a single vendor payment is being charged to multiple accounting stations, use "88" in this block and show each agency fund code. If Forest Service (FS) also include the unit code, and if Farmers Home Administration (FmHA), also include the mail code in Block 23, "Hours or Fund Code/Unit Code" column. (See Exhibit 8 on page 58.)
- 3 UNIT CODE - If FS enter unit code (2 positions). If FmHA, enter the first two digits of the mail code to identify the office that prepared the AD-757. Other agencies, leave blank.
- 4 VOUCHER NUMBER - Beginning with 00001, enter sequential voucher number (5 positions) assigned by agency. This must be a unique number for each voucher. NFC uses this number, combined with the Fund code and Unit code when Forest Service, to check for duplicate vouchers. At the beginning of each new fiscal year, start over numbering vouchers with 00001. DO NOT USE VOUCHER NUMBERS BEGINNING WITH 80000 and 90000 SERIES or ALPHABETIC LETTERS A, B, S, and T BECAUSE THESE ARE RESERVED FOR NFC USE.
- ⑤ PAYMENT CODE - Enter "01" for regular check payment (2 positions). For other payment codes consult Exhibit 1 on page 23.
- ⑥ ACTION CODE - Enter "A" for regular check payment (1 position). For other action codes, consult Exhibit 1 on page 23.
- 7 FOREIGN COUNTRY CODE - Enter 2-character alpha foreign country code from Part 3 of GSA's "Worldwide Geographic Location Codes" when payment/action code 11-A (foreign payment) and code 01-A (foreign payment in U.S. currency) is used in Blocks 5 and 6. (See Exhibit 14 on page 64 for a sample AD-757 and paragraph 8811 on page 21 for use of payment/action code 11-A to make a foreign currency payment.)
- ⑧ PAYEE NAME - Enter name of payee as it should appear on the check (30 positions). Multiple payees exceeding 30 positions should be included on the 1st Line Address, and/or Block 12, Check Ident. Information, Lines 1, 2, and 3. The names on these three lines will not appear on the check, however, they will be listed on the "Notice To Check Recipient" card that

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VOUCHER AND INVOICE PAYMENTS MANUAL
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accompanies the payment. If payment is made to multiple payees and all names are required on the check, submit the AD-757 directly to the NFC at the following address for a manual payment:

USDA, OFM, National Finance Center
ATTN: Certification and Disbursement Section
P. O. Box 61700
New Orleans, LA 70161

- 9 1ST LINE ADDRESS - Enter street or P.O. Box address of payee as it should appear on the check (30 positions). Agencies using Payment/Action Codes that will produce a check for payment (see Exhibit 1 on page 23) must provide a complete mailing address. For example, 01-A, 01-E, 05-A, 05-E, 06-A, 07-A, 08-A, 09-A, 11-A, 11-E, and 16-D, are payment codes that will produce a check, therefore, a complete remittance address is required.
- 10 2ND LINE ADDRESS OR VENDOR EFT IDENTIFICATION NUMBER - Enter additional address data when needed (30 positions), or if vendor uses Electronic Funds Transfer (EFT), enter the NFC-assigned vendor identification number that begins with VXP followed by a nine-digit identification number. For example, VXPI23456789. Vendors using EFT should include their VXP number in their remittance address. NFC Bulletin 90-1, Vendor Express (EFT) Payments for MISC, dated January 16, 1990, provides guidelines for processing EFT payments to vendors paid through the MISC System.
- 11 CITY, STATE, ZIP CODE - Enter city (20 positions), state abbreviation (2 positions), and zip code (5 positions), as it should appear on check.
- 12 CHECK IDENT. INFORMATION - Enter order/invoice date or order/contract/invoice numbers to enable the vendor to identify check payment (30 positions for each line). The data on these three lines will appear on the "Notice to Check Recipient" included with the check. Also, include personal property items on the first available line. This is discussed in NFC Bulletin 88-1, Personal Property Reference Data on Form AD-757, Miscellaneous Payment System, dated June 30, 1988.

If payment is made via EFT, only 20 characters of information recorded on the first line will be included on the payment identification record supplied by NFC to the vendor's financial institution.

- 13 DATE AGENCY RECEIVED INVOICE - Enter the 6-position date (month, day, year) the invoice was received from the vendor/payee.
- 14 DATE GOODS REC/ACC/SERV PERIOD END DATE - Enter the 6-position date (month, day, year) the goods or services were received inspected, and accepted from the vendor/payee (use the latest date). If services, enter the ending day of the covered period.

NOTE: NFC will use the latter of either the invoice received date or the goods received, inspected, and accepted date to determine the payment due date. If only one date is applicable, show the same date in Blocks 13 and 14.

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VOUCHER AND INVOICE PAYMENTS MANUAL
OTHER PAYMENTS
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COMPLETION INSTRUCTIONS - FORM AD-757,
MISCELLANEOUS PAYMENTS SYSTEM, TO MAKE PAYMENTS (CONTINUED)

- 15 TYPE COMMODITY/PAYMENT CODE - Enter code M, D, P, C, or X in the box provided. Types of Commodity/Payment codes and their proper usage is discussed in paragraph 5.C beginning on page 12 of this procedure.

NOTE: The coding described above was developed by the NFC to provide agencies with a mechanism to indicate precise commodity/payment due terms on the AD-757.

- 16 TIME DISCOUNT - Enter exact cash discount terms of the purchase. Example: "3% 10 days", "2% 20 days"; "2.5% 10 days", or if no time discount is offered, leave blank. If less than whole percentage, use decimal rather than fraction; e.g., 0.5% 15 days.

Use Form AD-780, Discount Notice, (see Exhibit 20 on page 70 for sample form), to flag the AD-757 for special handling of payments which contain time discount terms.

- 16a NET TERMS - Enter exact terms of payment. For example, if payment is requested by the vendor within 30 days when cash discount terms have been or have not been offered, show 30 in this block.

- 17 ORDER/CONTRACT DATE - Enter month, day, and year of order/contract, if prior to April 1, 1989. Interest penalties and time discounts will be calculated according to the 1982 Prompt Payment Act.

- 18 VENDOR INVOICE DATE - When time discount terms are shown in Block 16, enter the 6-position date (month, day, year) of invoice. This information is needed to calculate the payment due date when the discount is taken.

- 19 FORM 1099 - Check appropriate block to indicate if the payment is subject to 1099 tax reporting. Always enter a response of "No" or "Yes" in this block.

- 20 TAXPAYER'S IDENTIFICATION NUMBER - When Block 19 is marked "Yes", enter the employer identification number (EIN) assigned by the Internal Revenue Service. When entering the EIN, one hyphen is used; i.e., 00-0000000. For payments made to individuals who do not have an EIN, enter the social security number (SSN) of the payee. When entering the SSN, insert two hyphens; i.e., 000-00-0000. Only one SSN (9 positions + 2 dashes) or one EIN (9 positions + 1 dash) may be used for each order. (For more information see Section 5.0 beginning on page 14.)

- 21 ACCOUNTING CLASSIFICATION - Enter agency-assigned management codes or accounting classification codes for each invoice or order. Do not exceed 99 accounting lines per voucher number. A single vendor payment can be made with disbursements charged to multiple accounting stations. The unit or agency primarily responsible for the payment should prepare the AD-757 and show its own fund code and unit code (when applicable) on the first detail line of accounting. In place of the agency fund code shown in Block 2, enter special Code "88" and provide the NFC assigned fund code in Block 23. If the fund code is for Forest Service (FS) or Farmers

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VOUCHER AND INVOICE PAYMENTS MANUAL
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COMPLETION INSTRUCTIONS - Form AD-757,
MISCELLANEOUS PAYMENTS SYSTEMS, TO MAKE PAYMENTS (CONTINUED)

Home Administration (FHIA), also enter the 2-digit unit code in that block. Prior authorization and appropriate accounting codes must be obtained from participating accounting stations. Each of these offices should be provided a copy of the certified AD-757 submitted to the NFC. A sample AD-757 is shown as Exhibit 8 on page 58. Use additional AD-757's as required. See Appendix C for Accounting Classification Code format applicable for your agency.

22 BUDGET OBJECT CODE - For each line of accounting, enter the appropriate budget object class (4 positions) described in Title V, Miscellaneous NFC Systems Manual, Chapter 3, Budget Object Classification Codes, published November 17, 1988. If object classification is applicable to employee salary compensation transactions (object series 1100), include hours in Block 23. Refer to paragraph 6 on page 16 for details.

Federal Express
Budget Code is:
2240

23 HOURS/OR FUND CODE/UNIT CODE - Use to record fund code/unit code when "88" is used in Block 2 for recording single vendor payments charged to multiple accounting stations, show the fund code (and unit code if Forest Service or if Farmers Home Administration show first two digits of the mail code) of the agency responsible for sharing the expense. Refer to Block 21, above, and see Exhibit 8 on page 58 for a sample AD-757.

Also, use to record hours when object classification codes pertaining to employee salary compensation transactions are applicable. The "Hours" field consists of six whole numbers and two decimal places, however, only 3 whole numbers and 2 decimals are allowed and should be recorded as "240.50" for 240 1/2 hours.

24 AMOUNT - Enter amount applicable to each accounting line

25 BLANK OR CR - Leave blank if amount is positive. Enter "CR" if amount shown is credit amount.

26 TOTAL - Enter total of amount column.

27 PREPARED BY - Enter signature of the individual who prepared the AD-757

28 DATE - Enter date the preparer signed the AD-757.

29 AUDITED BY - Enter signature of person who audited the AD-757 and date of the audit.

30 DATE - Enter date the auditor signed the AD-757.

31 UNIT CERTIFYING OFFICER CONTROL CODE - Manually print (DO NOT TYPE) the confidential unit certifying officer control code (9 positions).

NOTE: 1. The 9-position control code consists of a 5-position number followed by the first four letters of the certifying officer's

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VOUCHER AND INVOICE PAYMENTS MANUAL
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COMPLETION INSTRUCTIONS - Form AD-757,
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last name. This code must be manually printed on each AD-757 disbursement voucher and kept confidential by employing adequate administrative controls.

2. The following codes shown in Blocks 5 and 6 require a unit certifying officer code in Block 31: 01A, 01E, 01K, 01L, 01X, 05A, 05E, 06A, 07A, 08A, 09A, 11A, 11E, 16D, and 17C. Other codes listed in Exhibit 1 on pages 23 through 25 do not require a unit certifying officer control code. However, the AD-757 must be signed by the Unit Certifying Officer.

31a UNIT CERTIFYING OFFICER SIGNATURE - The unit certifying officer signs in this block.

- NOTE: 1. The certifying official must have a signature card (Form AD-997) on file at NFC. The authentic signature on each AD-757 must match the signature on that card. (For example, if the signature card is signed James Brown, the AD-757 should be signed James Brown. An AD-757 signed J. Brown will not be acceptable.)
2. Unit Certifying Officers should not delegate anyone to sign the AD-757. Vouchers received at the NFC with suspected forged signatures will be forwarded to the Office of Inspector General for investigation.

32 DATE - Enter the date the certifying officer signed the AD-757.

33 TITLE - Enter the title of the person whose signature is shown in Block 31a.

34 PHONE - Enter telephone number of the unit certifying officer. Check block to indicate FTS or commercial number.

35 MAIL TO - The NFC ORIGINAL part of the form should be promptly mailed to the address preprinted on the AD-757 or as follows:

USDA, OFM, National Finance Center
P.O. Box 60000
New Orleans, LA 70160.

Retain the AGENCY COPY for agency records.

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(VENDOR/SELLER IDENT. NO.)

INVOICES PROCESSED FOR PAYMENT SHEET

PAYEE NAME: _____

VOUCHER NO: _____

INVOICE NUMBER: _____ DATE: _____

PAGE: ___ OF ___

	AIRBILL NUMBER	INVOICE AMOUNT	ACCTNG. CLASS. NO.	CUSTOMER NO.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
		TOTAL: \$ _____		

PS-3602-A, DAILY RECORD OF METER REGISTER READINGS

Day	(A) Ascending Register	(B) Descending Register	(C) Total of Columns (A) and (B)
12-15-88			17,3456
12-15-88	12,3456	5,0000	
1-3-89	12,3456	5,0000	
1-4-89	12,4156	4,9000	
1-5-89	12,4906	4,8500	
2-26-89	17,1956	1,5000	
2-26-89	17,1956	1,5000	22,1956
2-28-89	17,1956	5,1500	
2-28-89	17,2356	4,9000	
3-11-89	18,976	4,0500	
3-11-89	18,976	4,0500	1,0000
3-11-89	5,9500	4,0500	
3-28-89	6,4500	5,5000	

U.S. POSTAL SERVICE

DAILY RECORD OF METER REGISTER READINGS

License No. 1234

Postage Meter No. 946515

Manufacturer Pitney Bowes

Denominating or Unit Value _____

CHANGE DATE DAILY

Period From 12-15-88

Post Office Where Set Main Post Office

License Holder 350 77th St.

Address El Centro, CA

**PRESENT THIS BOOKLET WHEN
ADDITIONAL POSTAGE IS PURCHASED**

DUPLICATE OF POSTAGE METER IMPRESSIONS IS
PUNISHABLE BY A FINE OF NOT MORE THAN \$500 OR THE
IMPRISONMENT NOT MORE THAN 2 YEARS OR BOTH (18
U.S.C. 2011)

PS Form
Aug 1979 3602-A

- ① Initial setting made by setting post office.
- ② DAILY ENTRIES—Enter each day the meter is operated the figures appearing in the ascending and descending registers. If the sum of these two figures does not equal the total entered at the last setting, the meter should be immediately taken to the setting post office for examination.
- ③ RESETTING ENTRY—Made by the setting post office.
- ④ TRANSFER OF UNITS TO ANOTHER METER—Made by setting post office.