



U.S. Department  
of Transportation  
**Maritime  
Administration**

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 400-3, dtd.  
10-10-74

NO.

400-3

EFFECTIVE DATE

July 29, 1982

SUBJECT

### ESTABLISHMENT AND UTILIZATION OF IMPREST FUNDS

#### Section 1. Purpose:

This order outlines the procedures for establishing and utilizing imprest funds to be used in making payments for small purchases, certain travel expenses and travel advances, and nonpersonal services.

#### Section 2. Authorities:

2.01 The authorities, standards, and related requirements for the establishment and use of imprest funds and the designation of cashiers are contained in:

- 1 Treasury Department Circulars No. 195 and 1030
- 2 Treasury Department Division of Disbursement Circular No. 145, as amended
- 3 Treasury Department Manual of Procedures and Instructions for Cashiers, Operating under Executive Order 6166, and amendments thereto
- 4 Department of Transportation Order DOT 2770.7, Imprest Fund Manual

#### Section 3. Utilization:

3.01 Imprest funds may be established and made available to cashiers who, after being properly designated, shall obtain advances from Treasury Department disbursing officers without charge to Maritime Administration appropriations. The imprest funds shall be replenished by reimbursements from Maritime Administration funds.

3.02 When it is determined to be advantageous to the Government and where requirements permit, imprest funds may be used to make cash payments for purchases of articles and nonpersonal services, advances for travel and for payment of travel vouchers not to exceed the limitations as set forth in section 4 below. Typical types of procurement or payments for which the use of imprest funds would be particularly suitable in making direct cash payments are found in Chapter 4, DOT 2770.7.

#### Section 4. Limitations:

4.01 The following limitations shall apply to the establishment and use of imprest funds:

- 1 The maximum amount of each imprest fund shall be fixed by official action as set forth in section 5 of this order.

- 2 Expenditures from imprest funds shall be made only by authorized personnel.
- 3 Imprest funds shall not be deposited in any bank.
- 4 Imprest funds shall not be used for payment of personal services, salaries and wages, transportation charges on bills of common carriers except as provided under paragraph 1.c. of Chapter 4, DOT Order 2770.7, for the cashing of checks, money orders, or other negotiable instruments, or for advances other than authorized herein.
- 5 Except in emergencies, imprest funds shall not be used to procure items in the open market which are available from the established stocks of the Department or another Government agency.
- 6 Funds advanced by cashiers to employees to consummate purchases should be accounted for by the close of the fifth workday following the day on which the funds were advanced.
- 7 Payments from imprest funds, where direct cash payments will be advantageous to the Government, will not exceed \$250 for any one transaction, except that in an emergency the amount for any one transaction may be increased not to exceed \$500 (Note: See 11 below for special limitation on purchases of money orders).
- 8 Imprest funds may be used to pay travel allowances to cadets who are separated from the U.S. Merchant Marine Academy, subject to other applicable limitations in this section.
- 9 In Washington, D.C., direct cash payments may be made for emergency travel advances (for example, where travel orders are not issued in sufficient time to obtain an advance through regular disbursing channels) and reimbursement for authorized travel expenses.
- 10 In the Regions and at the U.S. Merchant Marine Academy, direct cash payments may be made for all travel advances that do not exceed \$250 (\$500 in an emergency) and for reimbursement for authorized travel expenses.
- 11 Imprest funds may be used to purchase money orders when advance payment is required by vendors not in excess of \$60 for a single payment.

Section 5. Establishment of Imprest Funds and Designation of Cashiers:

5.01 In Washington, D.C., the Maritime Administration makes use of the imprest fund which is maintained by the Department Office of Administrative Operations for all units within the Nassif (DOT Headquarters) building. The Director, Office of Financial Management, shall be responsible for liaison with the Department in connection with Headquarters imprest fund activities.

5.02 For field locations, subject to the provisions of the directives cited in section 2, the Associate Administrator for Policy and Administration, the Region Directors, and the Superintendent, U.S. Merchant Marine Academy, are authorized to:

- 1 Establish the need for and the amount of imprest funds to be used within their organization with the prior concurrence of the Director, Office of Financial Management, and the Director, Office of Administrative Services and Procurement.
- 2 Sign requests for designation of cashiers and alternate cashiers on Standard Form 211, "Request for Designation of Cashier," and to submit such requests to the appropriate Regional Disbursing Officer, Treasury Department, in accordance with DOT Order 2770.7.
- 3 Determine when imprest funds are no longer required at a particular location and make arrangements through the Division of Accounting Operations to return the funds to the Regional Disbursing Office.

Section 6. Purchasing and Expenditure Procedures:

6.01 Chapter 6 of DOT Order 2770.7 and DOT Order 4230.1 prescribe the procedures for making purchases from imprest funds, and the receipt requirements for imprest fund transactions.

6.02 Procurement of supplies and nonpersonal services with imprest funds should be based on approved requisitions, in accordance with Chapter 2, Maritime Administration Supply Manual.

6.03 When purchases are for \$15 or more, a signed itemized receipt shall be obtained from the vendor. For payments of less than \$15 an itemized receipt shall be obtained; but the signature of the vendor is not necessary, as provided in General Accounting Office Standardized Fiscal Procedures, Chapter 5100. The receipt may be in the form of a stamped paid vendor's sales ticket, invoice, Standard Form 1165 (subvoucher), cash register ticket, etc., and shall show the article or type of services furnished.

6.04 Payment for taxicab fares, travel advances, and reimbursement for travel expenses shall be in accordance with the provisions of Maritime Administrative Order 350-1, Official Travel, DOT Order 1500.6, and the Maritime Administration supplement thereto.

Section 7. Accounting Procedure:

7.01 The Division of Accounting Operations in Washington and the Department of Budget and Accounts, U.S. Merchant Marine Academy, shall establish accounts in the Maritime Administration books of account to record all advances made to cashiers, including the amounts of the original advances.

7.02 Detailed procedures to be followed by cashiers shall be as prescribed in Treasury Department Circular 1030.

7.03 Reimbursements to the imprest fund shall be obtained by submitting Reimbursement Voucher, Standard Form 1129, to the Division of Accounting Operations, Region Finance Office, or the Department of Budget and Accounts, U.S. Merchant Marine Academy, as applicable, as often as necessary to maintain a sufficient cash working fund balance. The last voucher in the month shall be submitted so that it will be received on or before the twenty-fifth of the month.

7.04 A reimbursement voucher shall be submitted within five days after the close of each fiscal year for all expenditures made through the end of the fiscal year and not previously claimed.

Section 8. Cash Verification and Auditing of Imprest Funds:

8.01 As prescribed in Chapter 7, DOT Order 2770.7 and Treasury Circular 1030:

- 1 The Director, Office of Financial Management, shall designate individuals to conduct the unannounced cash verification of imprest funds.
- 2 The Office of the Inspector General, Department of Transportation, will conduct the audit, including a cash verification, of imprest funds.

Section 9. Facilities for Imprest Fund Cashiers:

Officials authorized to sign Standard Form 211 shall provide cashiers with adequate facilities and safeguards for the protection of the cash advanced to them. Adequacy of these facilities shall be reviewed by the Security Officer against the requirements of DOT Order 1600.26, Department of Transportation Security Manual.



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