



MAY 12 2005

United States
Department of
Agriculture

FMD 05- 002
MAP 05- 004
QSP 05- 001
EMP 05- 001
TASC 05-⁰⁰¹

Farm and Foreign
Agricultural
Services

Foreign
Agricultural
Service

TO: CMP Market Development Program Participants

SUBJECT: Collection and Retention of Cancelled Checks

1400 Independence
Ave, SW
Stop 1042
Washington, DC
20250-1042

Financial institutions increasingly have adopted new policies of not returning cancelled checks to account holders. In light of this growing practice, program participants need not seek to acquire and retain their program-related cancelled checks as proof of payment, provided the itemized transactions appear on an official monthly statement from their financial institution. In-lieu of cancelled checks, program participants must retain check copies (carbon or photocopy) which clearly show the check number and account, date, payee and amount. Further, program participants remain obligated to acquire and produce individual cancelled checks, or an official financial institution replication of the original, upon request by an authorized official of the U.S. government.

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FRANKLIN D. LEE
Deputy Administrator
Commodity and Marketing Programs