



Treasury Financial Manual

Transmittal Letter No. 629

Volume I

To: Heads of Government Departments, Agencies, and Others Concerned

1. Purpose

This transmittal letter releases revised I TFM 4-1000: Introduction. This part prescribes requirements on disbursing transactions to agencies for which the Financial Management Service disburses, as authorized by the Department of the Treasury under 31 U.S.C. 3321, and to the Government corporations and Treasury's Regional Financial Centers that are exempt and authorized to perform their own disbursing services.

2. Page Changes

Remove

I TFM 4-1000 (T/L 560)

Table of Contents for Part 4 (T/L 625)

Insert

I TFM 4-1000

Table of Contents for Part 4

3. Effective Date

This transmittal letter is effective immediately.

4. Inquiries

Direct questions concerning this transmittal letter to:

Chief Disbursing Officer
Regional Operations
Financial Management Service
Department of the Treasury
401 14th Street, SW., Room 344
Washington, DC 20227
Telephone: 202-874-6790

Kenneth R. Papaj
Commissioner

Date: June 20, 2006

Part 4—Chapter 1000

INTRODUCTION

This part prescribes requirements on disbursing transactions to agencies for which the Financial Management Service (FMS) disburses, as authorized by the Department of the Treasury (Treasury) under 31 U.S.C. 3321, and to the Government corporations and Treasury's Regional Financial Centers (RFCs) that are exempt and authorized to perform their own disbursing services.

Section 1010—Scope and Applicability

This part prescribes the requirements and procedures to be used by Government corporations and agencies for disbursing transactions pertaining to the following:

- Preparing, certifying, and distributing vouchers covering various types of payments. See FMS's pamphlet, *Now That You Are a Certifying Officer* (http://www.fms.treas.gov/tfm/vol1/certifying_officer.pdf).
- Disbursing officers who maintain checking accounts with Treasury or with the designated depositories.
- Cashiers who maintain checking accounts with the designated depositories.
- Other disbursing matters.

Section 1015—Authority

Authorities for the procedures set forth in this part are cited in 31 U.S.C. 3301-3304, 3321, 3325, 3329, 3332, 3343, 3511, 3513, 3521, 3528, 3529, 3541, 5112, and Title 31 of the Code of Federal Regulations.

Section 1020—Compliance With Executive Order 13224 (Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten To Commit, or Support Terrorism) and Foreign Assets Control Regulations

Executive Order 13224 prohibits transactions with persons who commit, threaten to commit, or support terrorism. Treasury's Office of Foreign Assets Control (OFAC) maintains the Specially Designated Nationals (SDN) and Blocked Persons list, which provides a list of individuals and entities covered by Executive Order 13224. The SDN and Blocked Persons list also includes the additional restrictions found in the Foreign Assets Control regulations at 31 CFR Chapter V.

Agencies must not make or certify payments, or draw checks or warrants, payable to an individual or organization listed on the SDN and Blocked Persons list. Agencies should consult the SDN and Blocked Persons list at <http://www.ustreas.gov/offices/enforcement/ofac/sdn/index.html> before making payments. Agencies should screen when hiring.

Direct questions concerning Executive Order 13224 or the SDN and Blocked Persons list to OFAC. See the contact

information at <http://www.ustreas.gov/offices/enforcement/ofac/contacts.html> or call 202-622-2490.

Section 1025—Changes in Disbursing Services

As soon as possible in advance of the proposed effective date, agencies must notify Treasury's FMS of all planned changes in organizational structure or operations that will affect disbursing services performed by a Treasury RFC.

This notification includes a request for changes in disbursing services and the following information:

- Treasury RFC currently serving the agency.
- Proposed Treasury RFC to serve the agency (if known).
- Nature of the change.
- Approximate volume of payments and vouchers involved, by type of payment (check or Automated Clearing House (ACH), or Fedwire).
- Method to be used to deliver payments and vouchers to the RFC.

- Secure Payment System (SPS);
- Bulk file transmission;
- Paper (only used in the event of a failure in the SPS process).
- Any new delegations or designations of authority required.

Agencies must prepare all requests in duplicate and send them to FMS (see the Contacts page for the address). Requests for changes in disbursing service are not to be sent to individual Treasury RFCs, even though these field offices have the authority to act independently.

The Chief Disbursing Officer will analyze the proposed changes, develop suitable plans for an orderly transition, and notify the Treasury RFC affected.

Section 1030—Contacting Treasury’s RFCs

Appendix 1 contains a list of Treasury’s RFCs that service agencies and contact information. See the Contacts page for the FMS address and telephone number.

CONTACTS

Direct inquiries concerning this chapter to:

Chief Disbursing Officer
Regional Operations
Financial Management Service
Department of the Treasury
401 14th Street, SW., Room 344
Washington, DC 20227
Telephone: 202-874-6790

TREASURY'S REGIONAL FINANCIAL CENTERS

Austin Financial Center
P.O. Box 149058
Austin, TX 78714-9058
Help Desk Telephone: 512-342-7300

Kansas City Financial Center
P.O. Box 12599-0599
Kansas City, MO 64116-0599
Help Desk Telephone: 816-414-2100

Philadelphia Financial Center
P.O. Box 51317
Philadelphia, PA 19115-6317
Help Desk Telephone: 215-516-8034

San Francisco Financial Center
P.O. Box 24700
Oakland, CA 94623-1700
Help Desk Telephone: 510-594-7300

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