

1374 - REFUNDS, TRANSFERS, AND RETURNS

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1374 - REFUNDS, TRANSFERS, AND RETURNS

.01 Purpose. This Manual Section provides procedures for refunding, transferring, and returning monies received in connection with Bureau activities.

.02 Objectives. The objectives are to ensure that refunds, transfers, and returns are processed efficiently and uniformly in accordance with existing laws and regulations.

.03 Authority. Authority is contained in the GAO Manual For Guidance of Federal Agencies, Title 2, Section 6, and the Budget and Accounting Procedures Act of 1950, which specifies that agencies are responsible for establishing and maintaining systems of accounting and internal control which conform to the principles, standards, and related requirements prescribed by the Comptroller General of the United States.

.04 Responsibility. All Bureau Officials are responsible for complying with the procedures prescribed in this section.

.05 Definitions.

A. Refunds: Amounts received by the Bureau which are deposited into accounts of the United States Treasury and repaid by the issuance of a U.S. Treasury Check.

B. Returns: Remittances received by the Bureau which are not deposited to the U.S. Treasury but are returned to the remitter in the form received. Currency remittances are deposited and refunded.

C. Transfers: Funds deposited into the U.S. Treasury which are removed from one account and deposited into other Treasury accounts.

.06 Policy. All remittances received by the Bureau are placed under strict accounting control. Refunds, transfers, and returns are processed as soon as it is determined that such action is required and authorized by law and regulation.

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.1 Refunds. 43 USC 1574 authorizes the refund of any monies collected when it is determined that a person has made an unrequired payment under any statute relating to the sale, entry, lease, use, or other disposition of the public lands, or has paid in excess of the amount required by law and regulations. The Code of Federal Regulations (CFR) provides for refunds of grazing fees upon timely application and in case of range depletion, when authorized by the Director or other official to whom this authority has been redelegated. (See .16D.)

.11 Basis for Refund. Refunds are processed upon application from the proper party or from Bureau motion as follows:

A. Application for Refund. Application may be by letter or on Form 1822-1, Repayment Application. (See 43 CFR 1822 for detailed regulations.)

B. Refund Upon Bureau Motion. Refunds upon Bureau motion are made when an application for refund would be honored, such as improper, excess, or unrequired payments. Refunds because of range depletion, and refunds of rental or royalties received from leases on the Outer Continental Shelf, may not be made upon Bureau motion.

.12 Party to Receive Refund. Refunds of excess payments or other credit amounts are made to the record title holder of a lease. The record title holder includes all parties to whom the lease was issued, or parties holding such title through approved assignments from the lessee. If an assignment becomes effective after rental is paid and it is found that an erroneous rental rate was charged, the excess rental is paid to the party holding the lease when it is determined that the rate was in error. The general rule is that the lease account follows the ownership of the lease, and the owner is entitled to any overpayment found or created while holding the lease. If a new lease is created by a partial assignment, only the rental required by the assignment is transferable to the new lease account; any credit balance remains with the parent lease account.

.13 Scheduling Refunds. Refunds are scheduled on SF-1166, Voucher and Schedule of Payments. (See Illustration 1.) A single schedule should be limited to 10 pages in length.

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A. Certification. All refunds scheduled on SF-1166 must be certified by an employee designated as an authorized Certifying Officer (See BLM Manual Section 1384.31). Personnel in offices not having an Authorized Certifying Officer must send the SF-1166, with supporting documentation, to D-515 for certification.

.14 Processing Refunds. Refunds scheduled on SF-1166 are submitted to the Service Center (D-515), whether certified by the field official or not, for submission to the Disbursing Office. Since refunds represent disbursements, they are reported on Form 1310-5, Document Face Sheet. The total amount of refunds per schedule may be reported on one Document Face Sheet. Use Document Type Code RF and Transaction Code 01 for 70, 75, or 76 and Transaction Code 02 for copy fees. See .16 below for available year codes.

.15 Deferring of Refunds. When a refund represents an amount tendered by personal check, it will not be processed until 30 days has elapsed to allow the check to clear through the bank. When the amount to be refunded was paid by guaranteed remittance, such as currency, Postal Money Order, bank money order, certified check, or cashiers' check, the refund may be processed without regard to the 30-day waiting period.

.16 Types of Refunds.

A. Unearned and Suspense Accounts. Refunds from the Unearned Account, 14X6800, Suspense Account, 14X6875(11), and Budget Clearing Account, 14F3875, may be made by all offices using such accounts. District Offices do not deposit to the Unearned Account, 14X6800, except for rights-of-way. Then State Office Code 950 is used and the Account is forwarded to the State Office for maintenance.

1. An approved and completed accounting advice copy of Form 1370-41, Receipt and Accounting Advice, is the authorization to refund an amount (including excessive remittances) from these accounts. If the accounting advice copy of Form 1370-41 has already been used for a partial transfer or refund, Form 1370-22, Accounting Advice, may be used to authorize the refund.

2. Use the following available year (AY) codes on Document Face Sheets to identify fund symbols:

	<u>Fund Symbol</u>	<u>Available Year Code</u>
a.	14X6800	75
b.	14X6875(11)	76
c.	14F3875(11)	70

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3. Submit Document Face Sheet, Form 1310-5, and the original and three copies of the SF-1166, Voucher and Schedule of Payments, to D-515.

4. If the SCD is to certify the SF-1166, submit one copy of the Receipt and Accounting Advice, or other documentation authorizing the refund. The District Manager or his/her designee must sign the certification block on the second and third copies of the SF-1166.

5. Retain one copy of the SF-1166, attach the accounting advice copy of Form 1370-41 or 1370-22, and file numerically. This copy of the SF-1166 is replaced by the accomplished copy when returned by D-515.

6. If a portion of the original deposit is retained in the Unearned or Suspense Accounts, file one copy of Form 1370-41 or 1370-22 to support the amount retained.

B. Miscellaneous Unearned Account.

1. Amounts deposited to general fund receipt accounts and unavailable special funds may be refunded under the provisions of 31 USC 725 and 43 USC 99 from the Miscellaneous Unearned Account, 14X6285, by D-515 personnel. Included are overpayments, erroneous collections, and other amounts deposited to earned accounts.

2. An approved and completed accounting advice (Form 1370-41 or 1370-22) or a Payment Statement, Form 1370-10, is the only basis for scheduling refunds from the Miscellaneous Unearned Account. The SF-1166 must have the receipt account typed in the "Appropriation Summary" block. Approval for payment must be made by the authorized officer on the bottom of the SF-1166 (on the first carbon copy).

3. Prepare a Collection Data Sheet (CDS), Form 1370-35, filling in the appropriate accounting data (Example: county, commodity, etc.) of the receipt account where the money was originally deposited. The amount must be bracketed. The document type is RF and the transaction code is 40. Do not fill in the document number blocks. This will contain the schedule number assigned by D-515. Submit the original and three copies of the SF-1166 and the pink copy of the CDS to D-515. Retain one copy of the SF-1166, the yellow copy of the CDS, and the accounting advice copy, in a numerical file.

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C. Refunds of Grazing Fees for Range Depletion. During periods of range depletion caused by drought, fire, or other natural causes, or in case of a general spread of disease among livestock, applications may be filed by permittees or lessees for refund or adjustment of grazing bills. Refunds resulting from range depletion on public lands administered under Sections 3 and 15 of the Taylor Grazing Act must be approved by the authorized officer (see 43 CFR 4130.5-2(b)). Refunds are processed in the same manner prescribed in .16B. Revised grazing schedules are documented by issuing Form 1370-10 and submitting a Collection Data Sheet (CDS), Form 1370-35, to D-515, if the bill has been reported as an accounts receivable.

D. Refunds of Grazing Fees for Change of Grazing Use. Grazing permittees or lessees may apply for a change in grazing use and related refunds of grazing fees.

1. Advance Application for Change in Grazing Use. Applications for change in grazing use authorized by an advance grazing bill must be filed prior to the period of use for which the change is requested. Approval of these applications is at the discretion of the authorized officer. (See 43 CFR 4130.5-2(a).) No refunds are made when the amount is less than 5 dollars. Process refunds or adjustments in accordance with .16A.

2. Adjustments Based on Actual Use. Grazing permittees or lessees may be granted a refund if actual grazing use reports they submit indicate that they have made less grazing use than they paid for in their advance bills. These refunds can be granted only where the actual-use billing privilege has been granted the permittee or lessee in an allotment management plan which has been incorporated into the respective grazing permit or lease. (See 43 CFR 4130.5-1(e).)

E. Refunds from Funds of Another Agency. When a refund is requested from funds which were deposited by the Bureau to the credit of another agency or bureau, the request is forwarded to that bureau or agency so that the refund may be made from the funds of the agency involved. File a copy of the request and transmittal document with other accounting documents.

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F. Refunds of Unclaimed Monies. Amounts transferred to Treasury trust fund account 20X6133, Payment of Unclaimed Monies, are refunded by Treasury personnel. BLM officials initiating a refund submit a memorandum to the Director, (820) with a copy to D-515. Show the date and number of the document issued when the refunds were deposited to the 20X6133 account. Headquarters personnel (820) prepare a SF-1166, Voucher and Schedule of Payments, supported by the deposit information, and submit it to Treasury. Upon receipt of the confirmed copy of the SF-1166 from Treasury, 820 personnel prepare two duplicates and forward one to D-515 and the other to the initiating office. The SCD, (D-515) uses the first copy to debit Account 440, Liability for Unclaimed Money, and credit Account 140, Unclaimed Money, in the General Ledger. Personnel in 820 record the refund on the detail record maintained for the unclaimed account. (See Illustration 8.)

G. Refunds from Suspense for Public Sales Under 43 CFR 2711.1. The regulations under 43 CFR 2711.1 require an advance payment from applicants for the sale of isolated public land tracts to defray the costs of sale publication. The advance is deposited to 14X6875, Suspense. Publication costs are paid from the current Management of Lands and Resources appropriation (MLR). Upon sale of the lands, costs of publication are charged to the advance and refunded to MLR. If the cost of publication is less than the deposit, the difference is refunded or applied toward the purchase price of the lands. If the difference is refunded to the applicant, follow the procedures in .16A. If the balance is applied toward the purchase price, follow the procedures in .23C. (See Illustration 5.)

.17 Undeliverable Checks. If a check is returned to the Treasury as "Undeliverable," the Treasury personnel will advise the office submitting the SF-1166 and forward a Treasury Form 1664D, Returned Check Notice with a copy of the check.

A. Processing Undeliverable Checks. Upon receipt of the Form 1664D, D-515 personnel prepare Form DSC-1370-2, Request for Current Address, and forward it to the office which originated the refund, along with the Form 1664D. When a new address is obtained, D-515 personnel prepare Form 1664R, Request to Remail Undeliverable Check And/Or Bond, and forward it to Treasury. (See Illustration 2.) If no additional information can be obtained, D-515 personnel prepare a SF-1185, Schedule of Undeliverable Checks for Credit to Government Accounts, to cancel the check and credit the appropriation from which it was disbursed. (See Illustration 3.)

.18 Canceled Checks. Checks drawn on the Treasury of the United States are canceled by preparing SF-1098, Schedule of Canceled Checks, in an original and three copies. Forward the original and two copies to D-515 and retain one copy. D-515 personnel assign sequential numbers to the SF-1098, submit it to Treasury and prepare a Document Face Sheet crediting the account from which it was paid. (See Illustration 7.)

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.2 Transfers.

.21 Scheduling. Transfers are made on SF-1081, Voucher and Schedule of Withdrawals and Credits (See Illustration 4), SF-1166, Voucher and Schedule of Payments (see Illustration 1), and Form 1370-39, Journal Voucher (See Illustration 5). Any number of items may be included on a single transfer form.

A. Transfers Out of BLM.

1. SF-1081. With the exception of transfers to Geological Survey (GS) or to the military, transfers from one agency station code to another are scheduled on SF-1081.
2. SF-1166. Transfers out of BLM to either GS or the military are scheduled on SF-1166.

B. Transfers Within BLM.

1. Form 1370-39. Transfers within BLM are effected on Form 1370-39 as long as the agency station code is the same for all items.

.22 Certification. Transfers on SF-1081 and SF 1166 must be certified by an authorized Certifying Officer. Personnel in offices without certifying authority submit forms to D-515 for certification. Transfers on Form 1370-39, Journal Voucher, need not be certified; transfers on this form may be signed by the office manager or a designee.

.23 Types.

A. Transfers - 14X6800, 14X6875(11), and 14X3875(11). All offices may transfer funds from these accounts if the transfer is certified in accordance with .22.

1. Basis for Transfer. An approved and completed Receipt and Accounting Advise, Form 1370-41, is the basis for transfer from these accounts.

2. Coding. See available year codes listed in .16A2.

3. Processing.

- a. Prepare an SF - 1081 in original and four copies. Do not complete the "Voucher No." lines. Show the reason for transfer and submit the original and three copies to D-515 with a Collection Data Sheet, Form 1370-35. If the SF-1081 is to be certified by D-515 personnel, also submit a copy of an approved accounting advice.

- b. Prepare Form 1370-39 when transferring funds within BLM. Enter the reason, assign a document number, and submit to D-515.

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c. If a portion of the deposit is retained, file one copy of the accounting advice in the 14X6800, 14X6875(11), or 14F3875(11) account to support the amount retained.

B. Transfers - Unclaimed Monies of Individuals Whose Whereabouts Are Unknown. A quarterly review is made of individual amounts in the Suspense and Unearned Accounts. Amounts representing monies belonging to individuals whose whereabouts are unknown, which have been held for more than one year after becoming available for refund, are processed as follows:

1. Under \$5.

a. Prepare Form 1370-39, Journal Voucher, in an original and one copy.

(1) Show transfer from 14X6800 or 14X6875(11) to Treasury fund symbol 141060, Forfeiture of Unclaimed Money and Property.

(2) Submit original of Form 1370-39 to D-515. Retain copy and file numerically.

2. \$5 and Over. Determine that each item meets all of the following criteria: a refund, upon claim, would be absolutely justified; there is no doubt as to legal ownership of the funds; and a named individual, business, or other entity can be identified with the item.

a. Prepare Form 1370-39 in an original and two copies.

(1) Show transfer from 14X6800 or 14X6875(11) to Treasury fund symbol 20X6133, Payment of Unclaimed Monies.

(2) Show the name and last known address of creditor; the amount of unclaimed money; and the number and date of the document originally issued to deposit the money to the account from which the refund is being made.

(3) Submit original and one copy of Form 1370-39 to D-515. Retain one copy and file numerically.

b. The Service Center Director (D-515), includes deposits to 20X6133 on the Statement of Transactions, SF-224, and establishes control by debiting Account 140, Unclaimed Monies, and crediting Account 440, Liability for Unclaimed Money. Also, D-515 personnel submit one copy of the Form 1370-39 to the Director (820).

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c. The Director (820) maintains a memorandum card record of the items posted to General Ledger Account 440, representing unpaid items transferred to Treasury Account 20X6133. The cards are balanced to Account 440 at least once each fiscal year, and always as of September 30.

C. Transfers - Public Sales Under 43 CFR 2711.1. Advance deposits for public sales under this section are explained in .16G. Deposits are refunded, transferred to the MLR appropriation as a repayment to the financing activity, or applied toward the purchase price of the lands. A single journal voucher is used to accomplish transfers to the MLR appropriation and to 145881, Sale of Public Land and Materials. Transfers are based on an approved accounting advice. Prepare Form 1370-39 in an original and one copy; forward the original to D-515. (See Illustration 5.)

D. Transfer of Accounts to Geological Survey. When the U.S. Geological Survey (GS) requests transfer of an account, an Accounting Advice, Form 1370-22 is prepared. It shows the month, day, and year through which rental is paid and the total amount of the rental payment. GS establishes account balances from this information without further reference to the Bureau. Land Office Personnel must not initiate refunds after receipt of a request to transfer a lease to GS. After balances are transferred, refunds are initiated by GS.

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.3 Returns. Form 1370-21, Notice of Return of Remittance (see Illustration 6), is used to document remittance returned to sender. Exceptions to the use of Form 1370-21, are provided for the following: remittances received in connection with unacceptable or unsuccessful simultaneous filings may be returned by Form 3112-2, Notice of Return of Drawing Entry Card (see BLM Manual Section 1372, Illustration 23) along with Form 3112-1, Simultaneous Oil and Gas Lease Application (see BLM Manual Section 1372, Illustration 24); unsuccessful OCS filings may be returned to an authorized representative of the bidder who signs a receipt form for the checks.

.31 Return of Currency. Currency collections are not returned in the form received. All currency collections are deposited and refunded by U. S. Treasury check.

.32 Preparation of Form 1370-21, Notice of Return of Remittance. Prepare Form 1370-21, Notice of Return of Remittance, in two to five copies and distribute as follows:

Remittance Applicable to:	Remitter	Case File	Accounts Re- ceivable File	Chronolog- ical File
1. Accounts Receivable (no case file)	X		X	X
2. Accounts Receivable (case file)	X	X	X	X
3. Outstanding Lease	X	X	X	X
4. Unacceptable Application	X			X
5. Acceptable Application (Attach to application)	X	X		X

.33 Record of Returned Remittances. Maintain a chronological file of returned remittances consisting of one copy of each Form 1370-21 processed. For returns pertaining to unsuccessful offerors for simultaneous filings, see BLM Manual Section 1372.25F.

.34 Posting of Returned Remittances. At the close of each accounting day, post chronological file copies of Form 1370-21 remittances returned to the Undeposited Remittances Register, Form 1370-16.

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.4 Preparation of Collection Data Sheet or Document Face Sheet. All collections, refunds, and transfers to and from the Suspense, Unearned, or Budget Clearing Accounts are reported to D-515 as follows:

.41 Collections. Submit Form 1370-35, Collection Data Sheet (CDS) showing the total amount deposited to each account on a single Deposit Ticket, SF-215.

.42 Refunds. Submit Form 1370-10, Document Face Sheet, showing the total amount refunded from each account on a single SF- 1166, Voucher and Schedule of Payments.

.43 Transfers. Submit Form 1370-35, Collection Data Sheet, showing the total amount transferred from each account on a single SF-1081, Voucher and Schedule of Withdrawals and Credits, or Form 1370-39, Journal Voucher.

.44 Summaries. At the close of each month, the Service Center (D-515) furnishes an analysis of Unearned and Suspense Accounts. The summary balances reflected on the analysis should equal the totals of the individual items in the detail files.

A. Reconciliation. Reconcile Unearned and Suspense Accounts with the analysis as follows:

Balance, Beginning of Month	\$15,000
Plus: Collection, Current Month	<u>2,500</u>
Total	\$17,500
Less: Refunds and Transfers Current Month	<u>3,000</u>
Balance, End of Month	<u>\$14,500</u>

Voucher and Schedule of Payments

VOUCHER AND SCHEDULE OF PAYMENTS			
DEPARTMENT OR ESTABLISHMENT INTERIOR		D. O. VOU. NO. (TRANSP)	
BUREAU OR OFFICE LAND MANAGEMENT			
LOCATION OF TRANSMITTING OFFICE DENVER CO			
DATE 9/10/80		PAID BY George B. Smith	
APPROPRIATION SUMMARY		AGENCY STATION NO. 14-11-0008	
145032	150.00	YA-900	
140850	25.00		
GRAND TOTAL 175.00		NO-CHECK TOTAL	
MARY R. YOUNGER CENTER CITY, MD 21101 LESTER D. CUMMINS JONESTOWN, VA 22202 ////		123 MAIN AVENUE *BLM REFUND GRAZING 456 CENTER LANE *BLM REFUND FILING FEE	AMOUNT 15000 2500
D. O. CHECK NUMBERS		BEGINNING	ENDING
USE FOR FIRST CHECK SERIAL NUMBER RANGE		USE FOR SECOND CHECK SERIAL NUMBER RANGE, IF APPLICABLE	

INSTRUCTIONS

INSTRUCTIONS:

- 1 Complete the address for either the Headquarters Office or the Service Center, as appropriate, depending on which office is processing the SF-1166.
- 2 Type in the name of the certifying officer. He/she must sign above the typed name.
- 3 List the appropriation being charged with the payment(s) being made. The total being disbursed from each appropriation must be indicated as shown.
- 4 Indicate the Bureau office originating the refund.
- 5 Indicate the Agency Station Code for the Service Center (14-11-0008).
- 6 Field offices do not insert a schedule number. This is completed by personnel at the Service Center.
- 7 Insert the Grand Total of all checks being written from the schedule. This is the total of the "Amount" column.
- 8 Type the name and address of the payee as illustrated. The Postal Zip Code number must be included. The Treasury Department will not mail checks without this number. Indicate as briefly as possible the reason for the refund.
- 9 To indicate the end of the schedule, type 4 slashes after the last address. Leave one line between the last line of the address and the slashes. Nothing must be entered on the original copy of the SF-1166 after these slashes are typed. If the approving officer must sign the schedule (in addition to, but not in place of, the certifying officer), he/she must do so on a carbon copy and not on the original.

NOTE: The SF-1166 must be typed, using the required OCR type font (ASA-OCR-10). This is a Treasury requirement which cannot be waived. These schedules are machine read so must meet machine reader requirements.

DISTRIBUTION: Submit the original and three copies, with a Form 1310-5, Document Face Sheet, or a Form 1370-35, Collection Data Sheet, for each schedule, to the Service Center Director (D-515). Retain a copy for office files.

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Request To Remail Undeliverable Check And/Or Bond

DEPARTMENT OF THE TREASURY FISCAL SERVICES BUREAU OF GOV'T FIN. OPER. Division of Disbursement - Form 1664R Revised 2/74 Ref: DDPA 517		REQUEST TO REMAIL UNDELIVERABLE CHECK AND/OR BOND	
NUMBER		To Disbursing Center or Regional Disbursing Office	Date
DATE		Denver (1)	9/10/80
CHECKS:	86,780,101	Please mail undeliverable checks and/or bonds to the payee and/or owner whose name and address is shown in the block below.	
(2)	8/23/80		
BONDS:			
		J. B. Bond Office Suppliers 1312 W. State Street Columbus, Ohio 43560 (3)	ACCOUNT NUMBER 14-11-0008 (4)
(5) Interior, Bureau of Land Mgmt. Agency Bldg. 50, DFC, Denver, CO 80250		George B. Smith (6)	

INSTRUCTIONS

- (1) Enter the location of the Treasury Regional Disbursing Center and the date.
- (2) Enter the voucher(s) and date(s) of any check(s).
- (3) Enter the corrected name and address of the payee.
- (4) Enter the agency station code.
- (5) Enter the full name and address of the accounting station, either Washington Office or the Service Center.
- (6) Type in the name of the Authorized Certifying Officer. The form should be signed by the officer certifying the original SF-1166.

DISTRIBUTION

Original: To Disbursing Office
Duplicate: To Disbursing Office
Triplicate: To Bureau file

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Schedule of Undeliverable Checks for
Credit to Government Accounts

Standard Form No. 1185
7 GAO 850
118-104

SCHEDULE NO. H-59
SHEET NO. 1 of 1

**SCHEDULE OF UNDELIVERABLE CHECKS
FOR CREDIT TO GOVERNMENT ACCOUNTS**

Department of the Interior Bureau of Land Management 14-11-0008
(Department or Establishment) (Bureau or Office)

LOCATION Denver, Colorado

ACCOUNTING PERIOD September, 1980 D. O. SYMBOL No. 3131

MONTH AND YEAR OF ISSUE	CHECK NO.	PAYEE	AMOUNT	SYMBOL OF APPROPRIATION OR FUND TO BE CREDITED
4/80	14,341,010	John R. Pringle 2816 Dusty Road Simpsonville, Colorado 81632 Undeliverable Check	\$15.00	14X6875(11)
Check Attached			TOTAL	\$15.00

DATE September 3, 19 80 Charles C. Crowley *Charles C. Crowley*
(Certifying officer)

U.S. GPO: 1977-0-241-500 3478

DISTRIBUTION: The original and 2 copies are sent to D-515 to Support Journal Voucher and Numeric file.
3 copies are sent to the originating office to support the numeric file, suspense file, if needed, and the case file, if needed.

STANDARD FORM 1081
 2 TREASURY FORM 1500
 FISCAL SERVICE
 BUREAU OF ACCOUNTS
 1081-107

VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS

Vou. No. 012001
(Office billed)

Vou. No. _____
(Billing Office)

To Disbursing Officer—Office Billed 3004 ²
(D. O. symbol)

You are authorized to effect the withdrawals and credits indicated below.

Disbursing Officer—Billing Office 3004
(D.O. symbol)

(Address)

WITHDRAW FROM—			PAY TO—		
DEPARTMENT	Interior ³		DEPARTMENT	Interior ⁵	
BUREAU	Land Management		BUREAU	Water and Power Resources	
AGENCY STATION SYMBOL	14-11-0008		AGENCY STATION SYMBOL	14-11-0700	
ADDRESS	DFC, Denver, CO 80225		ADDRESS	Denver, CO	
BUREAU REFERENCE	SUMMARY	AMOUNT	BUREAU REFERENCE	SUMMARY	AMOUNT
	14X6800 ⁴	63.00			
<small>TOTAL</small>		63.00	<small>TOTAL</small>		63.00 ⁶

Details of charges or reference to attached supporting documents

⁷ Funds collected by BLM for WPRS are being transferred from BLM to WPRS.

For use of office billed: WY-950 ⁸	For use of billing office:
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CERTIFICATE OF OFFICE BILLED

I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated.

8/24/80 ⁹ Charles H. Crowley
(Date) (Authorized administrative or certifying officer)

Paid by check No. _____ C/D No. _____, dated _____

INSTRUCTIONS

INSTRUCTIONS:

- 1 Enter the six digit number for the fiscal year, State Office code, and document sequence number.
- 2 Enter the Disbursing Office symbol for the Treasury Disbursing Office.
- 3 Enter the Department, Bureau, Agency Station Code, and address of the Service Center.
- 4 Enter the appropriation to be charged and the amount.
- 5 Enter the Department, Bureau, Agency Station Code, and address of the receiving agency.
- 6 Enter the total amount of the transfer. The appropriation or fund symbol is entered by the receiving agency.
- 7 Enter an explanation of the transaction as briefly as possible, giving adequate identification of the transaction.
- 8 Enter the State and office code of the initiating office.
- 9 Type in the name of the Certifying Officer. The Certifying Officer signs on this same line and dates the SF-1081 for the date signed.

DISTRIBUTION:

1. Send the original and two copies to the Service Center (D-512).
2. Retain one copy and file in numerical order with related accounting advice and any other relevant documentation.

1374 - REFUNDS, TRANSFERS, AND RETURNS

Journal Voucher
(Receivables, Collections)

Form 1370-39
(April 1979)

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

DOC. CONTROL NO. ①
YA-515-JV-0-000001

JOURNAL VOUCHER
(RECEIVABLES, COLLECTIONS)

BILLEE
OR PAYER _____

EXPLANATION ③ Transfer collection from suspense to appropriate receipt account.

② COMM. DATA
STATE YA
OFFICE 900
DOC. DATE 090580
DOC. TYPE
COLL. NO. 000001
BILL NO. 000001
BLOCA
TRANS. CODE 34

PREPARED BY ④ James W. Jackson DATE 9/5/80 BY ⑤ Charles R. Wilson DATE 9/5/80 IN/OUT GOV'T.

DEPT	FUND SYMBOL	GENERAL LEDGER	OTHER AGENCY STATION SYMBOL NO.	STATE	COUNTY	COMM.	AMOUNT
14	5881			08			\$100.00

- TYPE OF DOCUMENT CODES
- Billing:
 - BR 1370-1 Bill Receipt
 - GB 1370-37, 38 Grazing Bill/Receipt
 - PS 1270-10 Payment Statement
 - TS Unmatured Timber Sale Contract
 - TF SF 1081 You & Sch. of Withdrawals & Credits
 - Collection:
 - DY SF 215 Deposit Ticket
 - DV TF 5504 Debit Voucher
 - TF SF 1081 You & Sch. of Withdrawals & Credits
 - General:
 - JV SF 1077G Journal Voucher
 - Transaction Codes:
 - Billing:
 - 12 Copy Fees
 - 13 BLM Revenue or Suspense
 - 16 Revenue from Timber Sale Contract
 - 15 For Other Agencies
 - Collection:
 - 30 Previously Billed-BLM
 - 33 Previously Billed-For Other Agencies
 - 34 Not Billed-BLM
 - 37 Not Billed-For Other Agencies
 - General:
 - 35 Unmatured Timber Sale Contract

GENERAL LEDGER	REFUND OR REIMBURSABLE COLLECTIONS				PROJECT	OBJECT CLASS	AMOUNT
	ACTIVITY	WEEK CODE	COST STRUCTURE				
76			X				\$100.00

INSTRUCTIONS

- INSTRUCTIONS:**
- ① Enter the Document Control Number assigned by the preparing office's personnel.
 - ② Enter coding data from BLM Manual Section 1321.
 - ③ Give a brief explanation of the transaction.
 - ④ Preparer must sign in the space provided.
 - ⑤ Office head must sign in the space provided, indicating approval of the transaction.
- DISTRIBUTION:**
1. Original - send to D-512 at the Service Center.
 2. Copy - retain in the preparing office's files.

Notice of Return of Remittance

Form 1370-21
(October 1964)
(formerly 4-1345)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

NOTICE OF RETURN OF REMITTANCE

Date	Sept. 10, 1980
Office	Canon City District Office
Serial Number	

Name
Street
City & State
Zip code

Joseph R. Harris
1234 Shady Lane
Canon City, CO 80234

Your check money order numbered 317, dated August 28, 1980
drawn on First National Bank of Texas
located at Fort Worth, Texas

in the amount of \$ 15.00, is returned herewith for the following reason:

- After inquiry, it does not appear that this remittance pertains to the Bureau of Land Management.
- The remittance has not been signed by the maker. Please sign and return promptly to this Office.
- The check must be endorsed before it is negotiable by the Bureau of Land Management. Please endorse and return the check promptly to this Office.
- This check has been replaced by a new remittance received from you.
- The remittance is negotiable by a party other than the Bureau of Land Management. Please submit a new remittance made payable to the Bureau of Land Management.
- The check is post dated. Please submit a new check.
- The name or address of the bank is not shown. Please submit a new check.
- The wording of the endorsement of the remittance prohibits its acceptance by the Government. Please submit a new remittance.
- The figure amount of the check does not agree with the written amount. Please submit a new remittance.
- This is a duplicate payment. According to our records the amount was originally paid on by . Therefore, your remittance is returned herewith.
- Other

Brian P. Davidson
Brian P. Davidson (Signature)

District Manager
(Title)

U. S. GPO 780-921

INSTRUCTIONS

This form is used for returning remittances for various reasons. A chronological file is maintained of Form 1370-21 which is updated daily. It is posted to the Undeposited Remittances Register.

- Complete the appropriate data for the date the form is prepared, the originating office, and any serial or account number that may be relevant.
- Type the name and address of the payee.
- Check the appropriate box for the type of remittance being returned, giving the check/money order number, date on the remittance, bank drawn on, and the amount of the remittance.
- Check the appropriate box for the reason the remittance is being returned. If no box is appropriate, check "other" and type in the reason.
- The appropriate office manager must sign the form. Type or stamp in the title of the signer.

DISTRIBUTION:

Type of Transaction or Account	Original (to remitter)	Duplicate (to case file)	Triplicate (to accounts receivable file)	Quadruplicate (to chronological file)
1. Accounts Receivable (no case file)	X		X	X
2. Accounts Receivable (case file)	X	X	X	X
3. Outstanding Lease	X	X		X
4. Unacceptable Application	X			X
5. Acceptable Application	X	X (attach to application)		X

Schedule of Canceled Checks

Standard Form 1098 (7-76) Prescribed by Dept. of Treasury Treasury Form 4-7000 1098-109					
SCHEDULE OF CANCELED CHECKS				SCHEDULE NUMBER	
DEPARTMENT OR ESTABLISHMENT Dept. of Interior 1			BLM-18 2		
BUREAU OR OFFICE Bureau of Land Management			SHEET NUMBER 1 of 1		
LOCATION Denver, CO 80225			D. O. SYMBOL NO. 3004		
DATE OF ISSUE	CHECK NUMBER	PAYEE	VOUCHER NUMBER APPLICABLE	AMOUNT	SYMBOL OF APPROPRIATION OR FUND TO BE CREDITED
3/15/80	87,987,909	John H. Honer	W-301	100.00	1401109
3/18/80	88,999,999	Edward Smith	W-313	450.00	1401109
				TOTAL	550.00 6
The amount of the above check(s) was deposited for credit in the account of the Treasurer, U.S., on Certificate of Deposit No.			DATE OF CERTIFICATE 4/30/80	FORWARDED BY DATE 7 March 24, 1980	
DISBURSING OR ACCOUNTABLE OFFICER			DATE	BY George B. Smith <i>George B. Smith</i> TITLE Authorized Certifying Officer	

INSTRUCTIONS

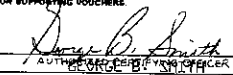
INSTRUCTIONS:

- 1 Type in the headings as shown. Add the Agency Station Code (14-11-0008).
- 2 Use schedule number in sequential numeric order beginning each fiscal year with 1. Indicate how many pages are involved in the schedule. The disbursing office symbol is inserted for either the Washington or Denver DO, depending upon where the check was issued.
- 3 Show the date of issuance of the Treasury check, as shown on the check. Type in the check number as shown on the face of the check.
- 4 Type in the name of the payee. You need not add the address of the payee.
- 5 Insert the voucher number, amount of each check, and the appropriation originally charged with the amount of the check.
- 6 Total the checks being canceled on this schedule.
- 7 Type in name and title of the Certifying Officer. The date is the date this schedule is signed by the Certifying Officer.

DISTRIBUTION: Send the original and two copies to the Service Center (D-515). A confirmed copy is returned to the originating office.

Voucher and Schedule of Payments
(Refunds of Unclaimed Monies)

INSTRUCTIONS

VOUCHER AND SCHEDULE OF PAYMENTS					
DEPARTMENT OR ESTABLISHMENT		DEPT OF INTERIOR ①		DO YOU NO (TRANS)	
BUREAU OR OFFICE		BUREAU OF LAND MANAGEMENT			
LOCATION OF TRANSMITTING OFFICE		WASHINGTON, DC 20240			
<small>IN ACCORDANCE WITH THE AUTHORITY VESTED IN ME, I CERTIFY THAT THE ITEMS LISTED HEREIN ARE CORRECT AND PROPERLY DISBURSED FROM THE APPROPRIATION IS DESIGNATED HEREON OR ON SUPPORTING VOUCHERS.</small>				PAID BY	
DATE		9/12/80 ②		 <small>AUTHORIZED DISBURSING OFFICER</small>	
APPROPRIATION SUMMARY		20X6133 ③		\$25.00	
ALIGN AREA				ALIGN AREA	
FONT	SHEET	OF	AGENCY STATION NO.	SCHEDULE NUMBER	
11	1	1	14-11-0008 ④	W-769 ⑤	
GRAND TOTAL		NO-CHECK TOTAL			
\$25.00 ⑥					
UNIT 1, 3, AND 4		ADDRESS		AMOUNT	NO. CHECK
MARILYN STOKER ⑦ PALESTINE TX 75801 //// ⑧		1016 WOODLAND DRIVE *BLM REFUND: NEV 018360		2500	
VOUCHER NO.					

This illustrates refund of amount(s) transferred to Treasury Account 20X6133, Payment of Unclaimed Monies. The SF-1166 is prepared only in the Headquarters Office (820).

- ① Complete the address of the Headquarters Office.
- ② Type in the name of the certifying officer. He/She must sign above the typed name.
- ③ List the appropriation (20X6133) and show the total amount being disbursed from that account.
- ④ Indicate the Agency Station Code (14-11-0008) as shown.
- ⑤ Indicate the schedule number assigned by 820. Headquarters schedules numbers for this purpose beginning with W- followed by a numerical sequence beginning with 0 on the first day of the new fiscal year.
- ⑥ Show the grand total of the checks being written from this schedule. This is the total of the "Amount" column.
- ⑦ Using the OCR type font (ASA-OCR-10) type the name and address of the payee. Include any account number/voucher number or other identification number for reference.
- ⑧ Indicate the end of the schedule by typing 4 slashes after the last line of the address. Leave one line between the last line of the address and the slashes.

NOTE: Copies of the schedule are furnished to the Service Center (D-315) and to the originating office.

DISTRIBUTION: The original and one copy are sent to the Washington Disbursing Center, at Treasury. One copy is sent to the originating office for its files. One copy is filed in 820 with the supporting documentation.