

MS 737 CONTROL PROCEDURES FOR ACCOUNTABLE FORMS

Date: 3/22/84
Responsible Office: M/AS
Supersedes: MS 504, 5/9/78

Table of Contents
Attachments

TABLE OF CONTENTS

1.0 Purpose
2.0 Responsibilities
2.1 The Director, Office of Administrative Services (M/AS)
2.2 Regional Service Center and Area Recruitment Office Administrative Officers
2.3 Country Director
2.4 Field and Overseas Officers
3.0 Accountable Forms Used by Peace Corps
4.0 Security of Accountable Forms
4.1 Bulk Supply
4.2 Individual Supply
5.0 Procedures for Obtaining Accountable Forms
5.1 Government Transportation Request (GTR)
5.2 Other Accountable Forms
6.0 Control of Accountable Forms
6.1 Verification of Serial Numbers
6.2 Headquarters Distribution
6.3 GSA Distribution
6.4 Control Register
6.5 Recording Accountable Forms
6.6 Issuance by Field Offices and Overseas Posts
7.0 Loss or Theft of Accountable Forms
7.1 Report
7.2 Liability
8.0 Destruction of Accountable Forms
9.0 Effective date

ATTACHMENTS

Attachment A: PC Form 1542 "Receipt of Accountable Forms"
Attachment B: PC Form 1543 "Control Register for U.S. Government Accountable Forms"
Attachment C SF-1169 U.S. Government Transportation Request (GTR)
Attachment D SF-1103 U.S. Government Bill of Lading (GBL)
Attachment E SF-1094 U.S. Tax Exemption Certificate

1.0 PURPOSE

The purpose of this Manual Section is to establish procedures for the control of forms for which an accounting of the number of forms issued is necessary.

2.0 RESPONSIBILITIES

2.1 The Director, Office of Administrative Services (M/AS)

The Director of Administrative Services or designee is responsible for the security of accountable forms maintained and stored in Peace Corps/W and is also responsible for following the procedures in this order when issuing accountable forms to field offices and overseas Posts.

2.2 Regional Service Center and Area Recruitment Office Administrative Officers

The administrative officer or equivalent designee of Regional Service Centers and Area Recruiting Offices is responsible for security of accountable forms maintained in his or her office.

2.3 Country Director

The Country Director or designee is responsible for the security of accountable forms at overseas Posts.

2.4 Field and Overseas Officers

The responsible field and overseas officers will develop accountability procedures, including use of Form PC- 1543, "Control Register for U.S. Government Accountable Forms," and Form PC-1542, "Receipt of Accountable Forms," for local dissemination.

3.0 ACCOUNTABLE FORMS USED BY PEACE CORPS

The accountable forms used by Peace Corps are:

FORM	USED FOR
SF-1169 U.S. Government Transportation Request (GTR)	Official Travel (Attachment C)
SF-1103 U.S. Government Bill of Lading (GBL)	Movement of Goods (Attachment D)
SF-1094 U.S. Tax Exemption Certificate	Exemption from payment of state or local tax (Attachment E)

4.0 SECURITY OF ACCOUNTABLE FORMS

4.1 Bulk Supply

A bulk supply of U.S. Government Transportation Request (SF-1169) will be maintained by PC/W in the Office of Administrative Services (M/AS) in a locked and secured area.

4.2 Individual Supply

Individuals maintaining a supply of accountable forms will store them in a safe or a file cabinet equipped with a bar and combination lock. Maintenance of this safe or file is the responsibility of one designated individual who will personally set or have the security officer change the combination.

5.0 PROCEDURES FOR OBTAINING ACCOUNTABLE FORMS

5.1 Government Transportation Request (GTR)

The issuance of GTRs (SF- 1169) can be authorized only by the Chief, Travel Section (M/AS/G/T). All requests for GTRs should be directed to the Chief, Travel Section. GTRs will be issued to the requester from the bulk supply maintained in M/AS.

5.2 Other Accountable Forms

Headquarters and field offices may purchase Government Bills of Lading (SF-1103) and U.S. Tax Exemption Certificates (SF-1094) directly from GSA. Overseas Posts may obtain supplies from the Embassy Administrative Officer.

6.0 CONTROL OF ACCOUNTABLE FORMS

6.1 Verification of Serial Numbers

The officer designated as the responsible official for accountable forms shall verify the serial numbers of any accountable forms received. Upon verification of the numbers, the appropriate receipt should be signed immediately and returned to the sender.

6.2 Headquarters Distribution

Government Transportation Requests issued to field offices and overseas Posts will be mailed by certified mail or registered diplomatic pouch, respectively, with a return receipt requested. In addition, two copies of Form PC-1542 (Attachment A) will be enclosed and the accountable person in the field will sign the form and return the original to M/AS. The second copy will be retained by the field office or overseas post. The third copy will be held by the releasing official as a record copy until receipt of the signed original, at which time the third copy will be destroyed.

6.3 GSA Distribution

U.S. Government Bills of Lading and Certificates of Exception will be forwarded directly by GSA and accompanied by a GSA receipt form/

6.4 Control Register

The Control Register for U.S. Government Accountable Forms, Form PC-1543 (Attachment B), will be completed by the responsible official to reflect receipt of the form.

6.5 Recording Accountable Forms

The number of the accountable forms issued will be posted on the Form PC-1543 log and will be transferred between accountable personnel by use of Form PC-1542. Copies of PC-1542 will be retained by all the persons involved in the transfer. The original of the form will be retained by the releasing official.

6.6 Issuance by Field Offices and Overseas Posts

Field offices and overseas Posts will use the logging and receipt forms mentioned above if it is necessary for them to issue accountable forms either in bulk or by book (such as GTRs for individuals having blanket travel authority).

7.0 LOSS OR THEFT OF ACCOUNTABLE FORMS

7.1 Report

Loss or theft of accountable forms should be promptly reported to the Chief, Fiscal Services (M/FM/A) for PC/W and to the Embassy Administrative Officer for loss or theft overseas. The written notification should include a statement of the circumstances concerning the loss.

Accountable forms which were reported lost or stolen, and then subsequently recovered, should not be used to obtain services. The forms should be marked "Void" or "Cancelled" and transmitted to the issuing offices.

7.2 Liability

Persons who accept accountable forms for services (accountable persons) become responsible, upon receipt, for the accountability and safeguarding of such forms.

The accountable person shall be held liable for any amounts which Peace Corps may be required to pay because of his or her fault or negligence.

8.0 DESTRUCTION OF ACCOUNTABLE FORMS

Unusable accountable forms must be destroyed either by burning or shredding. To provide for accountability of the forms, Form PC-1543 must be annotated with the necessary identifying information under the section "Numbers Destroyed".

Only Facilities Management Section Staff (M/AS/G), Field Administrative Officers, and Country Directors may destroy accountable forms. Any other offices with obsolete forms must return them, using Form PC-1542, to one of the aforementioned persons for destruction.

9.0 EFFECTIVE DATE

This Manual Section takes effect on the date of issuance.