

4 FAM 390

CASHIER OPERATIONS

(CT:FIN-415; 6-21-2012)
(Office of Origin: RM/FPRA/FP)

4 FAM 391 GENERAL

4 FAM 391.1 Scope and Applicability

(CT:FIN-372; 04-29-2005)

This subchapter provides policies and regulations to be followed in establishing, managing, operating, and accounting for Department of State cashier operations in the United States and at posts abroad.

4 FAM 391.2 Authorities

(CT:FIN-372; 04-29-2005)

- a. The Department of State conducts payment operations in accordance with the electronic fund transfer (EFT) legislation codified at 31 U.S.C. 3332(a) - (e).
- b. When imprest fund cashiers are needed, overseas assigned and domestic personnel must establish the waiver authority documented in the Treasury Policy Directive dated November 9, 1999 and as codified in 31 CFR 208.4. Specific instructions regarding waivers are identified in 4 FAH-3 H-390.
- c. The Department of State policies and procedures for administering cash held outside of Treasury or through the authorities extended to the U.S. disbursing officers (USDOs) are based on regulations and authorities in the Code of Federal Regulations and other U.S. government publications. The following publications identify Department of State authorities for cashier operations.
 - (1) Treasury Financial Manual, Volume 1, Part 4 - Chapter 3000 and Part 6 - Chapter 8000.
 - (2) Manual of Procedures and Instructions for Cashiers (referred to as the Treasury Cashier's Manual) reissued April 2001 operating under 31 U.S.C. 3321.
 - (3) GAO Policy and Procedures Manual for Guidance of Federal Agencies:
 - (a) Title 7, Sections 6.8 for guidance on the management of imprest funds; and
 - (b) Title 7, Sections 6.2 through 6.6 for information about disbursement

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 4
Financial Management

forms, documentation, examination, approval and certification, and control over disbursements.

(4) Code of Federal Regulations (CFR), 48 CFR 13.305, on the uses of imprest funds for procurement.

- d. Individuals using Department of State authorities or authorized designations may locate additional operational guidance for cashier operations through the Department of Treasury Financial Management Service Web site. The Government Accountability Office (GAO) also has a Web site available for guidance and information.

4 FAM 391.3 Additional Guidance for Cashiers

(CT:FIN-372; 04-29-2005)

- a. Policies and regulations for handling cash advanced and managed by USDOs are found in 4 FAM 330. Accommodation exchange and collections policies are found in 4 FAM 360 and 4 FAM 320, respectively.
- b. Procedures for cashiers collections are found in 4 FAH-3 H-320 and procedures for maintaining cashier operations are found in 4 FAH-3 H-390.
- c. The Cashier User Guide (CUG) is also available for cashiers in foreign countries. The CUG provides detailed operational procedures for cashiers to follow.

4 FAM 391.4 Responsibility for Cashier Policies and Procedures

(CT:FIN-372; 04-29-2005)

- a. The Director, Office of Financial Policy and Management Control, RM/FPRA/FPMC, is responsible for promulgating and publishing policies and procedures for cashier operations.
- b. Policies and regulations established by law, the Treasury Department, the Government Accountability Office, and by this and other referenced FAM or FAH sections may not be changed or waived by the cashier, the cashier's supervisor, or any employee at a foreign service post or office in the United States. Department of State policies and procedures are based on specific legislative authorities, regulations, and good management practices. Changes and exceptions to the policies and procedures for cashier operations can only be considered when they do not violate statutory authorities, Federal regulations or other governing authorities.
- c. Post or bureau officials seeking a change or exception to provisions in 4 FAM 390 or 4 FAH-3 H-390 should contact the Director, Office of Financial Policy and Management Control, RM/FPRA/FPMC.

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 4
Financial Management

4 FAM 392 THROUGH 399 UNASSIGNED

UNCLASSIFIED (U)