

## Part 4A—Chapter 1000

# Introduction

### Part 4A: Payment-Related Activities Within the Authority Granted to the U.S. Chief Disbursing Officer (CDO)

#### Section 1010—Scope and Applicability

This part is divided into four Treasury Financial Manual (TFM) chapters. This chapter provides an overview of Part 4A. Chapter 2000 addresses overall disbursing rules for all Federal agencies. Chapter 3000 addresses disbursing procedures for scheduling and classifying domestic and international payments disbursed by the Financial Management Service (FMS). Chapter 4000 addresses requirements for Non-Treasury Disbursing Offices (NTDOs).

The guidelines in this part apply to:

- Certifying officers of all Federal agencies, including Government corporations;
- Disbursing officials under the Department of the Treasury (Treasury);

AND

- Agency disbursing officials who exercise disbursing functions under specific statutory authority, or authority delegated by Treasury.

#### Section 1015—Authority

Specific governmental authorizations are provided in the Authority paragraph of each chapter.

#### Section 1020—Contacts Page

The Contacts page of each chapter directs users to the organization(s) responsible for the technical content of the chapter. The first contact is the area with ownership responsible for the chapter. If the chapter contains specific or technical material relating to other areas, the Contacts page also includes the contact information for those areas.

For questions regarding a TFM chapter, users should contact the responsible area listed on the Contacts page.

#### Section 1025—Electronic Forms

In compliance with the Government Paperwork Elimination Act requirement that Federal agencies provide electronic options for transactions with

Government, FMS has done the following:

- Created electronic formats for data submissions to and transactions with Treasury.
- Supported a business environment where electronic processes are becoming more common.
- Developed a Web site at <http://www.fms.treas.gov/forms.html> that includes some FMS-produced forms to support products and services.

Unless exempted by law or FMS, all departments and agencies use standard accounting and reporting forms and related procedures, including those prescribed by the Government Accountability Office.

#### Section 1030—Distribution

Users may access the TFM via the Internet at <http://www.fms.treas.gov/tfm>.

# CONTACTS

## *Direct inquiries concerning this part to:*

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Washington, DC 20227  
Telephone: 202-874-6800

Payment Management  
Financial Management Service  
Department of the Treasury  
Liberty Center, Room 358  
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Telephone: 1-855-868-0151