APHIS FORM 94

Record of Public Funds Received is a form used to submit money collected. APHIS provides many services for which it collects a fee. Payments can be in the form of check or money order. The collection can be the results of bills issued for services provided, payments received on site upon completion of services, or advance payments for future services to be provided. Many APHIS employees, by virtue or their official capacity, will receive funds due the agency. These funds will be documented on an APHIS Form 94.

Certain processing information must be included on the form. Following are instructions for preparing the APHIS From 94.

Please Remember:

>All APHIS Form 94's must have the 10-digit Accounting Code, and the 4-digit Budget Object Code (BOC) or Revenue Source Code, bill number or Travel Order number (TO) shall be provided if an employee is submitting a travel advance overpayment.

>All checks must be "Pay to the Order of USDA APHIS."

>Checks drawn from a foreign bank must say "Payable in US Dollars."

>Do not send cash. If cash is collected, obtain a money order. Do not take the cost of the money order from the cash taken. An SF 1164 should be submitted for reimbursement for fees incurred when purchasing a money order.

>Forward the money collected along with the original APHIS Form 94 within 24 hours of receipt. The copy of the APHIS Form 94 will be returned to the sender acknowledging receipt of the collection.

>Retain one copy of the APHIS Form 94 until a receipted copy is received from MRP-BS.

>File the receipted copy.

APHIS Form 94, Completion Instructions

1. **Transmitted Number –** Used by the submitting office.

2. **Date Forwarding –** Enter date the APHIS Form 94 is being submitted.

3. **To –** This is pre-populated with the correct remittance address for miscellaneous collections.

4. **From –** Enter name and address including zip code of the submitting office.

5. **Date Received –** Enter the date the money was received.

6. **For MRP-BS use only –** Leave this blank.

7. **Amount** – Enter amount of the money received for each transaction.

8. **Remitter –** Enter the name of the remitter.

9. **Purpose Accounting Code –** Enter one of the following:

   a. Your 10-digit accounting code with the budget object code/revenue source code.
   b. Enter the entire bill number (i.e., BD 712345678).
   c. Travel Order (TO) number if this is a repayment of a travel advance.

   You may also include the agreement number, phtyosanitary certificates, Animal-by-Product certificates, or reason for the check (jury duty, travel rebate, etc.)

10. **Total Amount Sent –** Enter total of all the dollar amounts on the APHIS From 94.

11. **Sent By – Printed name and s**ignature of the person submitting the APHIS Form 94.

12. **Title –** Enter the title of the person sending the APHIS Form 94.

13. **Amount –** Leave blank.

14. **Received By –** Leave blank.

15. **Date –** Leave blank.

16. **Title –** Leave blank.