

# Reclamation Manual

## Directives and Standards

7-487 (9-07)  
Bureau of Reclamation

### DAILY ABSTRACT OF REMITTANCES

Region/Office \_\_\_\_\_ No. \_\_\_\_\_

Location \_\_\_\_\_

DATE ON REMITTANCE	NAME OF REMITTER	BILL NO.	TYPE OF REMITTANCE	AMOUNT
		YR TYPE LOC SERIAL NO.		
	COST STRUCTURE FUND PROJECT PROGRAM JOB NUMBER COST CENTER REVENUE LAND-DISPOSITION			
DATE ON REMITTANCE	NAME OF REMITTER	BILL NO.	TYPE OF REMITTANCE	AMOUNT
		YR TYPE LOC SERIAL NO.		
	COST STRUCTURE FUND PROJECT PROGRAM JOB NUMBER COST CENTER REVENUE LAND-DISPOSITION			
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		YR TYPE LOC SERIAL NO.		
	COST STRUCTURE FUND PROJECT PROGRAM JOB NUMBER COST CENTER REVENUE LAND-DISPOSITION			

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Preparer)

Received the above-listed remittance on _____, 20____ (Month) (Day) (Year)	SF-215 No. _____
Signature _____ Authorized Collection Officer	Date of Deposit _____

Prepare in 3 copies. See reverse side for instructions

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### Daily Abstract of Remittances 7-487

This form is to be completed as follows:

Date of Remittance: The date of the check. If cash is received, enter the date received.

Name of Remitter: The name of the payee.

Bill Number: If known, the 10 digit bill number (Master Document Number) should be entered. Otherwise, enter any other identifying information -- sales receipt numbers, reason for remittance -- land lease, purchase of specifications, freedom of information correspondence, etc.

Type of remittance: Cash, personal check, money order, government check, cashier check, etc.

Amount: Amount of remittance

Cost Structure (Optional): If Bill Number is not known, and Cost Structure is available, complete this block.

Cost Center (Optional): Same as above.

SF-215 Number and Date (Optional): To be completed by the Authorized Collection Officers in Offices/Regions where procedures require this information.

Copies - Point of Receipt: An original and 2 copies should be prepared. The original and 1 copy should be forwarded with remittance to the Authorized Collection Officer (ACO). A copy is to be retained until the signed copy acknowledging receipt is returned by the ACO.

Authorized Collections Officers: The Authorized Collection Officers are responsible for furnishing copies to Lockboxes 84-27730, and other offices as needed to meet Office/Regional requirements