

CHAPTER 7

DISBURSEMENT

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CHAPTER 7**DISBURSEMENTS**0701 OVERVIEW

This chapter provides an overview of the requirements for scheduling of disbursements for domestic transactions, Imprest Funds, and Government Purchase Cards disbursements. Disbursements in NASA are to be done according to the Prompt Payment Act (Volume 7 “Cost” chapter 6). The rules for invoices including requirements for a proper invoice and invoice processing including pre-audit of vouchers are located in NASA FMR Volume 13 Contract Payment (Volume 13 “Contract Financial Management”, 020503 Invoices, and 0206 Invoice Processing.

070101. General. NASA has no employees that are Disbursing Officers. The Treasury FMS assigns a Disbursing Officer to assist NASA with this function. All disbursements in NASA shall be scheduled and processed according to procedures and regulations established by FMS. An SF 1166 “Voucher and Schedule of Payments” is used to certify to Treasury by NASA that requested payments are legal and proper. One or more payments and related payment data are scheduled for processing on an individual SF 1166. All information necessary to make payments including information needed for electronic fund transfer tools to make electronic payments is sent or transmitted to Treasury via the SF 1166 or accompanied documentation, including bulk transmission on a magnetic tape. Whenever, possible the SF 1166 is to be submitted to FMS via the Treasury Electronic Certification System (ECS) or the web-based Secure Payment System (SPS). See NASA FMR Volume 15 Chapter 2, Electronic Funds Transfer Section 0207 for information about electronic payments.

070102. Authority and References.

A. Laws.

1. Payment requirements cited in 31 USC 3321, 3322, 3325, 3328, 3329, 3331, 3511, 3512, 3513.
http://www.access.gpo.gov/uscode/title31/subtitleiii_chapter33_subchapterii_.html

B. Treasury Publications and Guidance.

1. Treasury Financial Manual, Volume I Federal Agencies, 4-2000. Payment Issue Disbursing Procedures.
<http://www.fms.treas.gov/tfm/vol1/index.html#Part%204>

2. Treasury Financial Manual, Volume I Federal Agencies, 4-3000. Third Party Draft Procedures for Imprest Fund Disbursing Activities, Depositories and Financial Agents of the Federal Government.
<http://www.fms.treas.gov/tfm/vol1/index.html#Part%204>

3. Treasury Financial Manual, Volume I Federal Agencies 4-4500, Government Purchase Cards.
<http://www.fms.treas.gov/tfm/vol1/index.html#Part%204>

4. Treasury Financial Manual, Volume I Federal Agencies, 4-6500, Magnetic Tape Check Issue and Reporting Level 8.
<http://www.fms.treas.gov/tfm/vol1/index.html#Part%204>

0702 SCHEDULING PAYMENTS

070201. Payment and limits. NASA is discouraged from processing payments less than \$1.00. The maximum amount for which an individual payment can be issued is dependent on the type of payment instrument.

B. The Automated Clearing House (ACH) electronic payments process is to be used for individual payments of up to \$99,999,999.99. These payments must be certified electronically, via the ECS or SPS.

C. Fedwire. The Fedwire payment process is used for payments certified via the ECS or paper SF 1166 when either of the following conditions exists:

1. The payments are greater than \$99,999,999.99.
2. An emergency situation requires a payment must be made by next day.

D. NASA shall use the Treasury ECS or SPS to submit the payment schedule whenever possible.

1. The Treasury ECS and SPS are automated systems for voucher preparation, certification, transmission, and verification.

2.. The ECS uses a computer to generate voucher-schedules (SF 1166 ECS), electronically certify the vouchers, and transmit them via a dial-up telephone connection to a main frame host computer at the servicing RFC. The SPS uses web-based technology for this purpose.

3. Both ECS and SPS permit an electronic certification process for the Certifying Officer use to vouch for his authorization of the voucher, verification of the source from which it originates, and ensures the authenticity of the transmitted data.

4. ECS and SPS also have security systems to detect any deliberate or inadvertent manipulation, modification, or loss of data between the time the

voucher is certified at NASA and the time it is verified at the servicing RFC host computer.

5. NASA shall coordinate with Treasury FMS and the Servicing RFC for the setup of computer arrangements for ECS and SPS including the establishment of Security Administrators, Certifying Officers, Data Entry Officers, and related SMART Cards, PINs, and User IDs Public Key Infrastructure (PKI) certificates needed access to electronic processing. (See NASA FMR Volume 15, Chapter 3).

E. NASA Officials are discouraged to ask for emergency payments as Treasury provides excellent turnaround times using ordinary procedures. The Agency DCFO must approve any action to use Treasury emergency procedures including the use of facsimile equipment to transmit voucher-schedules to the Philadelphia and San Francisco Financial Centers for payment by the Fedwire system.

F. FMS will keep NASA apprised of rejection of individual(s) or total rejection of Voucher and Schedule of Payments (SF 1166 or SF 1166 ECS) payments.

G. Paper Treasury Check Payments. Paper checks can be used only in limited situations. NASA requests for paper checks must be for approved exceptions. Inquires about exceptions should be made to OCFO. Requests for exceptions should be processed through the Center CFOs for approval by the Agency DCFO.

1. Paper Checks with Automated Processing. When the certification is submitted via the ECS or SPS individual paper checks are limited to \$9,999,999.99. Individual payments are limited to \$99,999,999.99 but may be broken into multiple payment increments that do not exceed \$9,999,999.99 each.

2. Paper Checks with Manual Processing. When voucher-schedule and certification is submitted on a paper SF 1166 one paper check may be made up to the individual payment limit of \$99,999,999.99.

3. Pick Up of Checks at a Treasury RFC.

a. Treasury does not permit the delivery of voucher-schedules for payment in person or waiting at the disbursing center for the payment or payments to be prepared on a “walk-through” basis.

b. NASA may authorize government employees or commercial couriers as messengers to pick up checks at Treasury RFC upon approval of the Disbursing Officer.

H. All payment requests must be submitted through the Treasury ECS or SPS, on an original, certified paper SF 1166, Voucher and Schedule of Payments, or on other approved voucher-schedule forms.

I. Treasury RFCs will not accept payment requests received over the telephone or voucher-schedules for payments transmitted over facsimile equipment except under emergency conditions, with special permission of the processing RFC's director. When submission of a payment schedule is authorized via facsimile, the RFC will complete processing of the payments based on the facsimile schedule. However, the payments resulting from such a schedule will not be released until receipt of the original copy of the schedule. In case of emergencies such as failure of ECS or SPS Center's must contact the servicing RFC to make arrangements for payments.

J. For special delivery procedures, such as delivery via express service (FedEx, etc.), FMS will not pay shipping charges, other than normal U.S. Postal Service charges. NASA must make prior arrangement with the processing RFC and provide the RFC with pre-paid, pre-addressed, shipping labels or pre-addressed labels that contain shipping charge data that will result in the shipping charges being paid by the submitting agency.

070202. Certification and Submission of Vouchers to FMS.

A. Certification, Change, or Cancellation

1. All vouchers submitted to the FMS for payment must be signed (certified) by a duly designated Certifying Officer (CO). Both ECS and SPS have provisions for electronic certification of vouchers. See FMR Volume 15, Cash Management, Chapter Three, Accountable Officials for Disbursements, for procedures to establish these officials.

2. Changes to the scheduling of a voucher previously submitted to FMS (different processing or payment date), or cancellations of a voucher previously submitted to FMS (prior to processing and release of payments) will:

a. Only be accepted from a NASA properly authorized Certifying Officer (CO) or Designating Official (DO).

b. May be received via telephone, facsimile, or written memorandum. If via telephone or facsimile, a written memorandum, addressed to the Director of the FMS Regional Financial Center (RFC) to which the voucher was submitted, and signed by an authorized individual must be submitted to the RFC immediately.

070203. All disbursements vouchers shall be supported with sufficient information on them or on documents attached to them, to enable the audit of the transactions and prevent duplicate payments.

070204. NASA shall increase the number of payment items per voucher-schedule and consolidate payments to a vendor to the extent possible and practical without effecting prompt payment considerations.

070205. Vouchers. Permissible Vouchers for NASA are.

A. SF 1166 ECS - Electronic Voucher and Schedule of Payments which is a computer generated voucher and schedule of payments with three methods available for creation:

1. In NASA's ECS computer, via key board entry.
2. In an NASA PC or other computer using the off-line ECS software, via key board entry, downloaded for transmission, then uploaded to the agency's ECS computer, by an authorized ECS Data Entry Operator.
3. In another agency computer system (to FMS specification), down - loaded to for transmission, then uploaded to NASA's ECS computer.
4. NASA shall use the SF 1166 ECS when every possible and is encouraged to use the most current technology supported by FMS and NASA.
5. The SF 1166 ECS may be used to schedule payments in place of transmitting individual basic vouchers and supporting documents to Treasury RFCs. The SF 1166 ECS may be used to certify and transmit voucher and schedule of payments to a Treasury RFC, that includes payment data and certification, or may be used to certify and transmit a voucher that provides certification for payment data delivered to the RFC separately (via bulk electronic transmission or magnetic tape).
6. The use of SF 1166 ECS voucher-schedules does not preclude the preparation of basic vouchers. Each basic voucher will be listed on a voucher-schedule with all in formation required for payment issuance purposes. Basic vouchers covered by the voucher-schedule will be retained by NASA, unless otherwise authorized herein.

B. SF 1166 - Voucher and Schedule of Payments and SF 1167 - Voucher and Schedule of Payments (Continuation Sheet) are paper forms.

1. They may be used to schedule payments in place of transmitting individual basic vouchers and supporting documents to Treasury RFCs, when the Treasury ECS is not available, or its use is not appropriate. Their use is only to:

- a. provide certification of payment data submitted via magnetic tape, when the ECS is not available (See Treasury Financial Manual, Volume I 4-6500, Magnetic Tape Check Issue and Reporting Level 8. <http://www.fms.treas.gov/tfm/vol1/index.html#Part%204>)

b. provide certification of payment data submitted via bulk electronic transmission of payment data, when the ECS is not available (due to failure or other emergency conditions).

c. submit payment request and certification for small quantities of check payments that will be prepared manually (normally check payments over \$9,999,999.99 and emergency check payments when the ECS is not available due to failure).

d. submit payment requests and certification for same day payments to be made via the Fedwire system, when the ECS is not available.

e. submit payment requests for payments to be made in foreign currency.

f. The use of voucher-schedules does not preclude the preparation of basic vouchers. Each basic voucher will be listed on a voucher-schedule with all information required for check issuance purposes. Basic vouchers covered by the voucher-schedule will be retained by departments and agencies, unless otherwise authorized herein. Departments and agencies that submit basic vouchers to disbursing offices may also use voucher-schedules, on notification of this intent, to the Regional Director of the servicing Treasury RFC.

g. NASA shall only use SF 1166 and SF 1167 forms requisitioned from GSA Stores Depot, Federal Supply Service.

C. Information on Vouchers.

1. Accounting Classification Codes.

a. In all cases, the account symbol or other appropriate reference which clearly identifies the appropriation or fund affected must be shown in the accounting classification space on all basic vouchers. When the voucher is split between two or more appropriations the account symbol or other appropriate reference must identify the amounts applicable to each.

b. Where consolidated working fund subsidiary accounts are used, the subsidiary account classification will also be indicated.

c. NASA will record additional accounting classifications in the space provided on the voucher as necessary.

2. Payee Information.

a. for individuals include first name, middle initials, if any, and surname. Omit punctuation marks except for the use of commas to set off the names of more than two payees.

b. Joint Accounts. Where two or more individuals are jointly entitled to receive the payment, NASA shall come to agreement with the individuals to make payments to one payee or account or make separate payments to each. When arrangements have not been made to pay to one account or individual, the voucher should include all as payees. The word “and” should appear before the name of the last payee. Where the account is not joint but several use the word “or” before the name of the last payee.

c. Corporations. Include the corporation name. Name changes are subject to Federal Acquisition Regulations (FAR) for Novations and Change-of-Name agreements (see FAR Part 42-12) and must be approved by NASA procurement offices before the new name can be used.

d. Unincorporated Associations. Use the official name.

e. Partnerships. Use the firm’s name.

f. For: Trust Estates, Decedents’ Estates, Trustees, Executors, and Administrators, and Guardians of Minors and Incompetents, see Treasury Financial Manual, Volume I TFM 4-2000. Payment Issue Disbursing Procedures, 2035.2.

<http://www.fms.treas.gov/tfm/vol1/index.html#Part%204>

g. Doubtful Cases. Any doubts as to form should be referred to the NASA DCFO.

3. Contract References. Place the contract number and the date in the spaces provided. If the agreement is unnumbered and attached to the voucher, this should be so indicated. For general supply contractors whose contracts are itemized in the Federal Schedule of Supplies and the item numbers covering the articles purchased are given on the face of the voucher, the contract number and date need not be shown.

4. Unit Prices of Gasoline or Other Petroleum Products For purchases of gasoline or other petroleum products under contracts that provide that the unit prices are to be based on tank, wagon, barge, or service station prices on the date and at the point of delivery shown the unit prices paid on the invoices or vouchers.

D. Certification and Approval of Vouchers.

1. Approving Officer.

a. All original basic vouchers (invoices or bills), including those covered by voucher-schedules (SF 1166 ECS/SF 1166), must be signed by the proper administrative approving officer of the agency concerned, who is cognizant of the facts stated on the voucher.

b. Approving officers will sign each basic voucher “Approved for \$__” over their official title.

2. Certifying Officers.

a. All voucher-schedules (SF 1166) or SF 1166 ECS will be certified by an “Authorized Certifying Officer,” or “Authorized ECS Certifying Officer”, respectively, who will be held responsible for the correctness of the facts stated on the voucher or its supporting documents, and to the effect that payment is proper from the appropriations shown on the basic voucher or voucher-schedule.

b. Certifying Officers will sign basic vouchers or voucher-schedules (SF 1166) “Authorized Certifying Officer” with their name typed or printed below the signature on the voucher or voucher-schedule, and the date of the certification will be shown in the certification. For paper voucher-schedules, Certifying Officers are requested to provide a telephone number, noted under their typed or printed name, to be used to contact the Certifying Officer in the event the receiving RFC has questions related to the schedule-voucher.

c. ECS Certifying Officers will certify SF 1166 ECS voucher-schedules by selecting the “Certify Schedule” function while logged onto the ECS computer, reviewing the voucher-schedule and then responding with a “Y” answer to the question “Do You Want to Electronically Affix Your Signature to the Schedule (Y/N)” at the end of the review. The ECS computer will calculate and affix an electronic signature (message authentication code or MAC) to the certified schedule, using the encrypted key and ID of the Certifying Officer logged on to the system and the Security Administrator that was last logged on to the system.

E. ECS and SPS Payments.

1. Use SF 1166 ECS to schedule payments and follow procedures set up by FMS

2. Types of payments to be certified through ECS and SPS:

a. Vendor and miscellaneous schedules containing detailed payment data and certification for payment via Treasury check. Checks issued for these types of payment will normally be dated the next business date after receipt of schedule.

b. Vendor Express, salary, and travel schedules containing detailed payment data and certification for payment via the Automated Clearing House (ACH) electronic payment process of the Federal Reserve System. ACH payments issued for these types of payments will normally be settled on the business date following receipt of the schedule.

c. Same Day Payment Request schedules containing detailed payment data and certification, for payment via the Federal Reserve System's Fedwire funds transfer system. Funds are normally transferred on the date of schedule receipt.

d. Electronic transmission of data to Treasury consists of two files with a different transmission process for each;

1. Detailed payment data files, are created in SAP, and

2. Summary schedule files with certification and payment totals for the detailed payments, are summarized through SAP processing from the detail file. Summary schedules are submitted electronically through a secure microcomputer to Treasury using the ECS system. Detail payment files are submitted from SAP electronically to their Center's servicing FMS RFC for processing. The FMS RFC serves as an Originating Depository Financial Institution (RDFI) in the ACH system.. Payment data files may contain check and/or ACH payment types, and may be for any payment type processed by FMS (such as benefit, vendor, salary, tax re fund, etc.). Checks generated as a result of this type of schedule will be issued dated on the payment date specified by the agency in the summary schedule. ACH payments will be issued for settlement on the payment date specified by the agency in the Summary schedule.

3. Centers shall use SAP to create the detailed payment data files and summary schedule files (see d above). Centers shall ensure:

a. All invoices received including Vendor, Interagency Payment and Intra-Governmental Payment and Collection (IPAC) system, and Health and Human Services (HHS) Travel are loaded accurately into SAP and forward to right section

b. SAP is updated with all the vendor data and banking data including all ACH codes and other related codes as needed for any other electronic system that will be used in the process; such as Vendor Express or the Central Contractor Registry (CCR). SAP formats the file according to FMS' specifications and makes a summary file for certification.

<http://www.fms.treas.gov/eft/regulations/achpostagepayments.html>

c. Centers shall utilize the SAP interface to Treasury to post treasury confirmations in SAP and assure it is working properly.

4. FMS does not maintain a 'warehousing' capability for payment requests. It is the responsibility of NASA to ensure that payment requests are submitted in a timely manner to allow for payment processing and release

F. Payments using paper SF 1166.

1. NASA uses the electronic SF 1166 and processes it to Treasury through ECS or SPS. Paper SF 1166 is not used.

2. If there are emergencies where ECS or SPS is not working Treasury FMS should be contacted for procedures to rather than attempting to use a paper SF 1166.

G. Basic Vouchers and Original Invoices or Bills. Original invoices and bills are the source documents for the issue data on SF 1166 or comparable forms. Centers may use a system of basic vouchers to handle these.

1. Each basic voucher, invoice or bill must be listed in SAP with all information required for check issuance purposes and necessary to trace SAP activity back to the source documents.

2. NASA shall retain basic vouchers, invoices and bills.

3. NASA shall cross-reference each basic voucher, invoice or bill to the voucher-schedule by agency identification numbers in a manner that enables positive association of one with the other.

4. Basic Vouchers and invoices and bills should be segregated into the following classifications for processing on separate voucher-schedules:

a. Payroll vouchers.

b. Travel vouchers or NASA may include in all other category if the average number less than six a day.

c. Vouchers payable in foreign currency.

d. "No-Check" vouchers requiring no action by the Regional Financial Center.

e. Fedwire payment vouchers.

f. Vendor payment vouchers.

g. All others.

5. Center CFOs shall ensure use of specific instructions to preserve the relationship between basic vouchers, invoices, and bills in SAP with sufficient detail for maintaining an audit trail through SAP processing.

H. SF 1166 EDP is a computer generated facsimile of the SF 1166 generated via agency computer programs used with magnetic tape submission of payment

data only if ECS or SPS is not available. Requests to submit check-issue data on magnetic tape and/or SF 1166-EDP should be directed to the FMS Chief Disbursing Officer. If there are emergencies where ECS or SPS is not working Treasury FMS should be contacted for procedures rather than attempting to use SF 1166 EDF.

I. Furnishing of Enclosures or Inserts With Treasury Checks. For inserts and enclosures to go with checks NASA must get pre-approval of:

Administrative Services Branch
Regional Operations
Financial Management Service
Department of the Treasury
Liberty Center, Room 358
401 14th Street, SW.
Washington, DC 20227
Telephone: (202)874-6932

070206. NASA shall report large disbursements in advance of request for disbursement to servicing Treasury RFC.

A. A large disbursement includes single transactions, multiple transactions of a common nature, and repetitive transactions totaling \$50 million or more.

B. Large disbursements must be reported in advance of the transaction settlement date. A minimum of two business days notice is required for disbursements totaling \$50 million or more. If the disbursement will be over \$500 million a minimum of five business days is required. The following data is required to be reported:

- deposit.
1. Name and address of the NASA location making the deposit.
 2. Name and telephone number of contact.
 3. NASA agency location code (ALC).
 4. NASA account title and account symbol number.
 5. Description of transaction.
 6. Transaction settlement date.
 7. Amount of the disbursement.
 8. Payment mechanism (wire transfer or check).
 9. Check number for check payments.

10. Payee name and address.

C. When specific disbursement information has not been finalized for large disbursements in time to meet the requirement in paragraph 070606 B above, inform FMS daily (by 9:30 a.m. eastern time) of approximate amount(s) and approximate disbursement date(s).

070206. SAP AND IPAC PAYMENTS

A. Centers shall download IPAC payments to other agencies and review them to ensure they are accurate and timely.

B. Centers shall use the SAP interface to IPAC that is triggered when an IPAC payment run is released to the extent possible.

C. Centers shall ensure the updates interfaced to SAP are accurate. For instructions on IPAC use see; <http://www.fms.treas.gov/goals/ipac/index.html>

070207. SAP AND HHS PAYMENTS

It is NASA's policy to use the Department of Health and Human Services' (DHHS) Payment Management System (PMS) for grant payments via letter of credit drawn down (see NASA FMR Volume 14, Grant Financial Management). Centers shall:

A. Keep SAP data reconciled with HHS data.

B. Use the automated interface from HHS to SAP to update disbursements and cost data for the initial establishment of a grantee and after establishment use the interface for Federal Cash Transactions Report SF272 data to automatically update and adjust cost and disbursements at the line item level.

070208. Centers shall keep Vendor information updated in SAP and abide by SAP process rules.

0703. PURCHASE CARDS

NASA should use purchase cards obtained through the GSA SmartPay program for small purchases (up to \$25,000) or such other program approved for the agency through the procurement office.

070301. Procedures. Centers shall implement procedures for the use of credit cards that are consistent with the following:

A. Designate an office (usually the procurement office) to manage the program.

- B. Provide training for card holders and approving officials.
- C. Maintain an updated list of a current cardholders and approving officials.
- D. Conduct an annual oversight review of the program.
- E. Issue a delegation of authority to each purchase cardholder.
- F. Establish approved uses and limitations on the types of purchases and the dollar amounts.
- G. Establish procedures for timely submission of cardholder statements to the agency designated state processing office.
- H. Establish procedures for maintaining security of the purchase cards.
- I. Establish procedures for handling disputes and returned, refused, damaged, or unacceptable items and partial deliveries.
- J. Establish card renewal procedures including safeguarding of credit cards.

070302. Payment of Purchase Card Bills.

- A. Payments to the purchase card vendor are subject to the provisions of the Prompt Payment Act (Volume 15, Chapter 6) and in accordance with the terms of the Government commercial purchase card services contract.
- B. The cardholder and approving official will review the cardholder statement of account received at the end of each monthly billing cycle and follow contract procedures for identifying discrepancies.
- C. The cardholder statement must be submitted to the designated payment office within a time frame that allows them to process and pay the consolidated invoice within the Prompt Payment Act deadline.
- D. NASA shall abide by the contract contains provisions for reconciliation of discrepancies after payment of the invoices, including notifying the contractor in writing within the 60 day period prescribed in the contract and VISA regulations of any discrepancy precluding partial or full payment.
- E. The NASA payment office should make adjustments to the consolidated invoice, based on the cardholder statements received.
- F. The designated billing office will pay the consolidated invoice in a timely manner even if all cardholder statements are not received
- G. NASA billing offices should use "Vendor Express" as the preferred method for paying the consolidated invoice for purchase card services.

H. SAP Automated Card Credit Process. Centers shall use the electronic process made available through SAP or the P-Card system to handle NASA credit cards payments and reconciliation of statements and transactions.

1. Cardholders shall assure orders are recorded on-line and that the SAP on-line order log is kept in agreement with the PRs and there is a PR in SAP for all orders.

2. An on-line transaction file from the bank with details for each card holder is received by NASA from the bank serving as the credit card company. The file shall be routed as follows:

a. Received and picked electronically up by the Competency Center.

b. Imported by the Center for each of its credit card holder.

c. Transmitted by the Center to the card holder.

3. Credit card holders shall use the SAP on-line capability that allows the transactions to be reconciled on-line against the card holder's order log.

I. Reconciliation of Purchase Cards. Center CFOs shall adopt policies for reconciliation of purchase card transactions that ensure the following:

1. The purchase card holder shall:

a. Receive the bank transaction file on a monthly basis.

b. Verify:
(1). the transaction file is received monthly with the monthly transactions.

(2). the monthly transactions were made by them.

(3). The prices of purchases are what they agreed to.

(4). fund certification is obtained for the purchase.

(5). receipt of items charged for.

c. dispute any discrepancy discovered in b above by:

(1). calling the vendor for an explanation of the difference in cost or to identify the charge or other problem.

(2). instructing the vendor to process a credit for charges that are too high or for an item not received.

d. call the credit card company to process a temporary credit if a discrepancy can not be resolved or for any problem with the statement itself such as charges not coming through.

e. make sure the credit appears with the next monthly transactions.

f. continue to call either the vendor or the credit card company until the credit is obtained.

h. submit explanations to the approving official when asked or as a regular part of the review process.

i. designate an alternate to reconcile monthly transactions in their absence.

j. retain documentation of purchases and receiving reports with the monthly transaction report.

2. Approving officials of purchase card holders shall.

a. review purchases for appropriateness of business purpose, receipt of goods, and possible irregularities. Follow up by asking the card holder for explanations and evidence for any item that appears to be incorrect.

b. periodically ask for justification of the business purpose of purchases and evidence that verifies the receipt of goods.

b. assure purchase card holders are informed they shall be prepared to justify purchases and produce evidence of receipt of goods when request.

c. require credit card holders to provide explanations of transactions.

d. designate an alternate to approve monthly payments in their absence.

0704. IMPREST AND THIRD PARTY DRAFTS

Imprest funds have been eliminated for Federal use unless a specific waiver is granted. NASA will not use third party drafts.