

**UNITED STATES ARMY
FINANCIAL MANAGEMENT SCHOOL**



U.S. ARMY SOLDIER SUPPORT INSTITUTE

DISBURSING OPERATIONS

TRAINING AID

OCT 2012

DISBURSING OPERATIONS TRAINING AID

GENERAL INFORMATION

1. This training aid simulates the operations of a disbursing office in an overseas Finance Office. The following information pertains to the disbursing operations:
 - a. Cashier # 1: R.H. Wood, PFC
 - b. Cashier # 2: G.W. Tree, SPC
 - c. Deputy Disbursing Officer (DDO): Ray F. Collins, CPT, FC
 - d. Disbursing Officer (DO): James R. Richardson, MAJ, FC
 - e. FM Office Location: 23^d FMSU (FWD)
APO AE 09808
 - f. DSSN: 6348
 - g. Business date: 1 Oct **
 - h. Exchange Rate: 2FC = \$1.00
2. The documents on pages 2-20 were used to prepare the DD Form 2665 (on pages 21-22) for Cashier # 1.
3. The documents on pages 24-39 were used to prepare the DD Form 2665 (on pages 40-41) for Cashier # 2.
4. The documents on pages 2-53 were used to prepare the DD Form 2665 (on pages 54-55) for the Deputy Disbursing Officer (DDO).
5. The DD Forms 2665's on pages 21-22, 40-41, and 54-74 were used to prepare the DD Form 2657 on pages 75-76.
6. The DD Form 2657 on pages 77-78 is used to prepare the SF 1219 on pages 79-80.

Cashier # 1

PFC WOOD, R.H.



Supporting Documents

STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO. RAY F. COLLINS, CPT DEPUTY DISBURSING OFFICER 23d FMSU (FWD) APO AE 09808 DSSN: 6348	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS <i>(Include ZIP Code/APO number) and Telephone number.)</i> R. H. WOOD, PFC 999-01-0001 23d FMSU (FWD) DETACHMENT A APO AE 09808 CASHIER PH #0001
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STUDENT NOTE: Vault advance to cashier. Both the deputy and cashier must sign this form. The cashier retains a copy for daily reconciliation. The deputy's original copy is the official business copy.

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTION <i>a</i>	INCREASE (Received by Agent) <i>b</i>	BEGINNING BALANCE (In Agent's Account) <i>c</i>	DECREASE (Turned in by Agent) <i>d</i>	ENDING BALANCE (In Agent's Account) <i>e</i>
1. BALANCE FORWARD		\$3,241.68		\$7,491.68
2. U.S. DOLLARS	3,000.00			
3. FOREIGN CURRENCY 2,500.00 @ 2:1 RATE	1,250.00			
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS:				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER <i>(Specify)</i>				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$7,491.68		\$7,491.68

STATEMENTS

DISBURSING OFFICER <input checked="" type="checkbox"/> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.	AGENT OFFICER <input checked="" type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFORE I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.
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DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER
1 OCT **	/////Ray F. Collins/////	1 OCT **	/////R.H. Wood/////

<input type="checkbox"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.	<input type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT
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DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER
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FORM **DD 1081**
1 MAY 75

REPLACES EDITION OF 1 DEC 67 WHICH IS OBSOLETE.

“FOR INSTRUCTIONAL PURPOSES ONLY”

**23d FMSU (FWD)
Detachment A
APO AE 09808**

INTERNAL RECEIPT FOR CASH

1 OCT **

(DATE)

ADVANCED/RETURNED TO: R.H. WOOD, Cashier #1

RECEIVED FROM: RAY F. COLLINS, CPT, DEPUTY DISBURSING OFFICER

<u>US DOLLARS</u>		<u>FOREIGN CURRENCY</u>	
\$ 20.00	<u>2,000.00</u>	100 FC	_____
\$ 10.00	<u>1,000.00</u>	50 FC	<u>2,000.00</u>
\$ 5.00	_____	20 FC	<u>500.00</u>
\$ 1.00	_____	10 FC	_____
\$ 0.25	_____	5 FC	_____
\$ 0.10	_____	2 FC	_____
\$ 0.05	_____	1 FC	_____
\$ 0.01	_____	.50 FC	_____
TOTAL	<u>3,000.00</u>	.10 FC	_____
		.05 FC	_____
		TOTAL	<u>2,500.00 FC / 2 = \$1250.00</u>

STUDENT NOTE: VAULT ADVANCE TO CASHIER. Both the cashier and deputy must sign this form. The cashier should retain a copy for daily reconciliation. The deputy's copy is the official business copy.

NEGOTIABLE INSTRUMENTS AND OTHER

TYPE _____	VALUE _____
TOTAL	<u>0.00</u>

////Ray F. Collins////

(RECEIVED FROM)

///R.H. Wood///

(RECEIVED BY)

"FOR INSTRUCTIONAL PURPOSES ONLY"

REPORT OF DEPOSITS		PERIOD COVERED			
		FROM	TO		TO
USA MIL COM MAINTAL		HERMAN O'BRIAN, CPT, Commissary Officer			
SECTIONS AND SUBSECTIONS	FUNDS DEPOSITED TODAY	ACCUMULATED FROM LAST REPORT		CUMULATIVE TOTAL	
SUBSISTENCE SECTION	\$110 00			\$110 00	
MEAT MARKET	\$176 00			\$176 00	
SURCHARGE	\$9 00			\$9 00	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> STUDENT NOTE: The remitter reports directly to the cashier with a minimum of 6 copies of the form. Distribute as follows: Original - Kept by the cashier Copy 1 - Retained by the deputy Copy 2, 3 - Kept by the cashier Copy 4 - Customer places in CCV box Copy 5 - Customer retains Received in U. S. Dollars. </div>					
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> "FOR INSTRUCTIONAL PURPOSES ONLY" </div>					
TOTAL		\$295 00			\$295 00
APPROPRIATIONS TO BE CREDITED		RECEIVED FROM			
APPROPRIATION	AMOUNT	HERMAN O' BRIAN, CPT, QM			
97X4930.AC27 76-C S09076 SA	\$286 00	XXXXXXXXXX 295.00 <i>(11)</i>			
97X8164.6400 76-C S09076 SA	\$4 50	IN CASH AND FOR CHECKS			
21X8420 26-C S83123 SA	\$4 50	WHICH, TOGETHER WITH PROCUREMENT, ALLOTMENT			
		OR APPROPRIATE CREDITS FOR SUMS PREVIOUSLY			
		RECEIPTED FOR AS SHOWN HEREON WILL APPEAR ON MY			
		ACCOUNT FOR MONTH OF <u> OCT ** </u>			
		VOUCHER NO. <u> 000003 </u>			
		SIGNATURE OF FINANCE OFFICER <u> ///// S ///// </u>			
		FOR: JAMES R. RICHARDSON, MAJ, FC, DSSN 6348			
		DATE <u> 1 OCT ** </u>			
DATE	SIGNATURE OF DEPOSITOR			VOUCHER NUMBER	
1 OCT ****	<u> ///// Herman O'brian///// </u>			OCT 01	

SCHEDULE OF CANCELED OR UNDELIVERED CHECKS

CANCELED: UNDELIVERED:

DEPARTMENT OR ESTABLISHMENT DEPARTM ENT OF THE ARMY		SCHEDULE NUMBER 000004
BUREAU OR OFFICE 23d FMSU, DETACHMENT A		SHEET NUMBER
LOCATION APO AE 09808		D. O. SYMBOL NO. 6348
ACCOUNTING PERIOD		AGENCY LOCATION CODE (ALC)

DATE OF ISSUE	CHECK NUMBER	PAYEE	VOUCHER NUMBER APPLICABLE	AMOUNT	SYMBOL OF APPROPRIATION OR FUND TO BE CREDITED
3 SEP **	60,041,906	MICHAEL A. GREEN, JR SGT, 346 -65 -0783	805436	78.18	21*2010 01 -140 P1110 S99999 SA

STUDENT NOTE: The payee reports directly to the cashier with the check. This form is prepared in a minimum of 6 copies. Distribute as follows:

 Original - Kept by the cashier
 Copy 1 - Retained by the deputy
 Copy 2, 3 - Kept by the cashier
 Copy 4 - Customer places in CCV box
 Copy 5 - Customer retains



This portion will be completed at the time the check is scheduled for deposit. This MUST be done NLT the 25th of the month. All cancelled/undelivered checks may be consolidated for the month. The deposit ticket used MUST be separate from the one used for the regular day's business.

TOTAL 78.18

The amount of the above check(s) was deposited for credit in the account of the U.S. Treasury, on deposit ticket no. 43569	DATE OF DEPOSIT TICKET 2 OCT **	FORWARD (Date)
	DISBURSING OR AC COUNTABLE / S /	DATE 1 OCT **
FOR: JAMES R. RICHARDSON, MAJ, FC		TITLE

"FOR INSTRUCTIONAL PURPOSES ONLY"

CASH COLLECTION VOUCHER		1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER 000002		
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER 10-01		
3. RECEIVING OFFICE				
a. ACTIVITY (Name and Location) (Include ZIP Code)				
b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature)			d. DATE (YYYYMMDD)	
			1 OCT **	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: _____ DSN: _____				
4. DISBURSING OFFICE				
a. ACTIVITY (Name and Location) (Include ZIP Code)				
23d FMSU (FWD), APO AE 09808				
b. DISBURSING OFFICER (Printed Name, Title and Signature)			d. DISBURSING STATION SYMBOL NUMBER	
////////// Ray F. Collins ////////// FOR: JAMES R. RICHARDSON, MAJ FC			6348	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: _____ DSN: _____			e. DATE (YYYYMMDD)	
			1 OCT **	
5. PERIOD: a. FROM: _____ b. TO: _____				
6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
OCT **	FRANK, W. GRUEBER, SFC 112 - 23 - 6578 A BTRY 2/3 RD FA	SAVINGS DEPOSIT PROGRAM	\$1,000.00	21X60010 0000 00000 S12107 P080
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p><u>STUDENT NOTE: DIRECT COLLECTION</u></p> <p>The remitter reports directly to the cashier with a minimum of 7 copies of the CCV. Distribute as follows:</p> <p>ORIGINAL - Kept by the cashier COPY 1 - Retained by the Deputy COPY 2, 3 - Kept by the cashier COPY 4 - Customer places in CCV box COPY 5 - Customer retains</p> <p>Received in U.S. Dollars.</p> </div>				
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;"> <p>“FOR INSTRUCTIONAL PURPOSES ONLY”</p> </div>				
			11. TOTAL	<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> \$1,000.00 </div>

APPLICATION FOR US TREASURY CHECK
23d FMSU (FWD)
APO AE 09808

CFC #: 10-1

DATE: 1 OCT**

1. Reason for Issuance:

Operating Cash _____ Exchange for Cash XX Advance to Agent _____

2. Purchaser:

Name: PAUL F. BOCKANKAMP, SFC

SSN: 999-00-4007

Address: 1ST FWD SPT BN

APO AE 09807

Signature: _____

3. Payee: Name: U.S. POSTAL SERVICES

SSAN: _____

Address: ATTN: STAMP DEPOSITORY

WASHINGTON, DC 20231

STUDENT NOTE: EXCHANGE FOR CASH.

Members in an overseas area and Postal Officers may purchase US Treasury Checks when banking facilities are not available. See Page 12 for the TUS Check issued in exchange, CHECK #1452

4. Disposition of check (check one):

Purchaser will pick up X Finance Office will mail _____

5. Amount turned in (Write out amount in words, e.g., four dollars and two cents)

THREE HUNDRED TWENTY FIVE DOLLARS

6. Amount received: \$325.00 Received By: /I/

7. Transaction Verified by: /S/ DEPUTY

"FOR INSTRUCTIONAL PURPOSES ONLY"

STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO. RAY F. COLLINS, CPT DEPUTY DISBURSING OFFICER 23d FMSU (FWD) APO AE 09808 DSSN: 6348	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number) and Telephone number.) R. H. WOOD, PFC 999-01-0001 23d FMSU (FWD) DETACHMENT A APO AE 09808 CASHIER PH #0001
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STUDENT NOTE: Vault advance to cashier. Both the deputy and cashier must sign this form. The cashier retains a copy for daily reconciliation. The deputy's original copy is the official business copy.

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTION <small>a</small>	INCREASE <small>(Received by Agent)</small> <small>b</small>	BEGINNING BALANCE <small>(In Agent's Account)</small> <small>c</small>	DECREASE <small>(Turned in by Agent)</small> <small>d</small>	ENDING BALANCE <small>(In Agent's Account)</small> <small>e</small>
1. BALANCE FORWARD		\$7,491.68		\$7,816.68
2. U.S. DOLLARS				
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS:				
A. TREASURY CHECKS #1452	\$325.00			
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify)				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$7,816.68		\$7,816.68

STATEMENTS

DISBURSING OFFICER		AGENT OFFICER	
<input checked="" type="checkbox"/> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		<input checked="" type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFORE I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.	
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER
1 OCT **	/////Ray F. Collins/////	1 OCT **	/////R.H. Wood/////
<input type="checkbox"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT	
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER

DD FORM 1081 1 MAY 75 REPLACES EDITION OF 1 DEC 67 WHICH IS OBSOLETE.

"FOR INSTRUCTIONAL PURPOSES ONLY"

23rd FMSU (FWD)
DETACHMENT A
APO, AE 09808

INTERNAL RECEIPT FOR CASH

1 OCT **

(DATE)

ADVANCED/RETURNED TO: R.H. WOOD, CASHIER # 1

RECEIVED FROM: RAY F. COLLINS, CPT, DEPUTY DISBURSING OFFICER

US DOLLARS

\$ 20.00 _____
\$ 10.00 _____
\$ 5.00 _____
\$ 1.00 _____
\$ 0.25 _____
\$ 0.10 _____
\$ 0.05 _____
\$ 0.01 _____
TOTAL 0.00

FOREIGN CURRENCY

100 FC _____
50 FC _____
20 FC _____
10 FC _____
5 FC _____
2 FC _____
1 FC _____
.50 FC _____
.10 FC _____
.05 FC _____
TOTAL 0.00

NEGOTIABLE INSTRUMENTS AND OTHER

TYPE	<u>CC</u>	VALUE	<u>325.00</u>
TYPE	_____	VALUE	_____
TYPE	_____	VALUE	_____
TYPE	_____	VALUE	_____
TYPE	_____	VALUE	_____
TOTAL			<u>325.00</u>

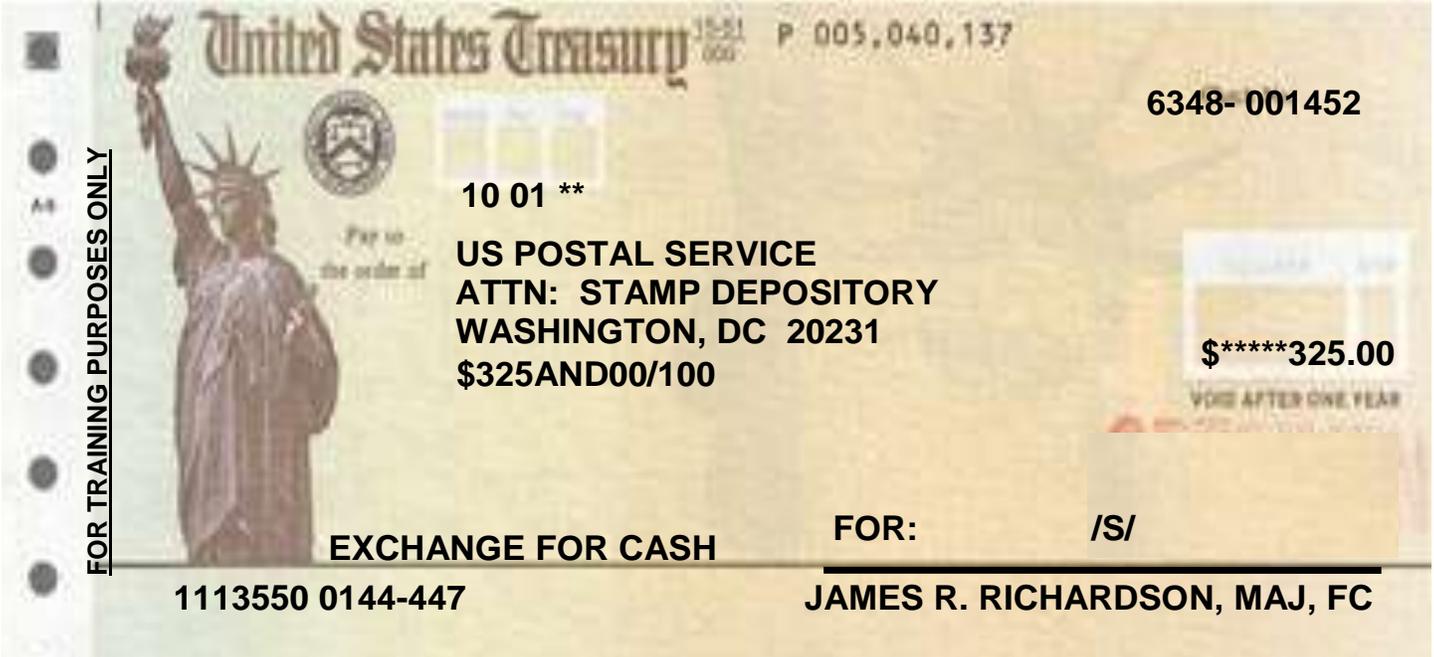
IS/

(RECEIVED FROM)

IS/

(RECEIVED BY)

“FOR INSTRUCTIONAL PURPOSES ONLY”



STUDENT NOTE:
This check was drawn in exchange for cash.

“FOR INSTRUCTIONAL PURPOSES ONLY”

MULTIPLE PAYMENTS LIST

PRIVACY ACT STATEMENT

AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397

PRINCIPAL PURPOSE(S): Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of an organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also be used as a payroll list.

ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury, for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this claim for restitution.

DISCLOSURE: Voluntary; however, failure to furnish requested information may result in total or partial denial of amount claimed.

1. TYPE OF PAYMENT <i>(Check applicable)</i>				D. O. VOUCHER NUMBER	
<input type="checkbox"/> MILITARY PAY (MP)	<input type="checkbox"/> TRAVEL ALLOWANCE (TA)	/	<input checked="" type="checkbox"/> OTHER <i>(Specify)</i> Casual Payments		
2. PAYROLL NUMBER <i>(If applicable)</i>				3. DATE OF COMPUTED PAYMENT	
Army Active Officer				1 OCT **	
4. ORGANIZATION AND STATION				PAID BY	
23d FMSU (FWD) Detachment A APO AE 09808				23d FM SU (FWD) Detachment A APO AE 09808 DSSN: 6348	

5. PAYEE IDENTIFICATION				e. TRAVEL ORDER OR OTHER AUTHORITY	f. AMOUNT	g. SIGNATURE OR CHECK NUMBER		
a. LAST	b. FIRST	c. MI	d. SSN					
1	Jake	Joseph	G.	999-00-4090	23d MP Co	\$200.00	/S/	1
2								2
3								3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23							/I/	23
24								24
PAGE TOTAL						\$200.00		

Payment Procedures:

1. Receive & verify ID card w/voucher (Name, SSN and Expiration Date).
2. Have Payee sign the voucher.
3. Verify the voucher signature w/ID.
4. Initial the voucher/copies
5. Give payee a copy of the voucher.
6. Count the money (twice). Ask payee to verify the amount.

Paid in U.S. Dollars.

6. ACCOUNTING CLASSIFICATION

21*2010.0000 90-0000 4140 K18600 S12120

"FOR INSTRUCTIONAL PURPOSES ONLY"

7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER

<p>a. NAME AND TITLE OF CERTIFYING OFFICER <i>(Please type)</i></p> <p style="font-size: 1.2em; font-weight: bold;">FOR: JAMES R. RICHARDSON, MAJ, FC</p>	<p>b. CERTIFYING OFFICER <i>(Signature)</i></p> <p style="font-size: 1.2em; font-weight: bold;">RAY F. COLLINS, CPT, FC</p>
--	--

1. TYPE OF PAYMENT (<i>Check one</i>) <input type="checkbox"/> PA (ADVANCE) <input type="checkbox"/> PM (BONUS/RRB) <input type="checkbox"/> PC (CASUAL) <input type="checkbox"/> PQ (SEPARATE) <input type="checkbox"/> PJ (CONT/PAY) <input type="checkbox"/> PQ (REENLIST) <input type="checkbox"/> PK (PARTIAL) <input type="checkbox"/> OTHER (List type _____) <input checked="" type="checkbox"/> PL (BONUS/SRB) type _____	PAYMENT AUTHORIZATION(JUMPS) For use of this form, see AR 37-104-3; the proponent agency is ASA (FM)		PAID BY 23d FMSU (FWD) APO AE 09808 DSSN 6348
5. SPECIAL PAYMENT INSTRUCTIONS	2. SOCIAL SECURITY NO 3. NAME(<i>Last, First, Middle</i>) 985-46-4920 HICKS, JOHNNY		10. VOUCHER DATE(<i>YYMMDD</i>) **1001
7. CHECK ADDRESS(<i>if applicable</i>)	6. MEMBER CERTIFICATION(<i>Check appropriate item</i>) <input type="checkbox"/> I have received _____ previous casual payments during this reassignment, TDY, or authorized leave under Order No. _____. <input type="checkbox"/> To the best of my knowledge, I understand that the amount of my pay account may be adjusted to reflect the computation of all pay adjustments. I have been informed that my pay account is known on my current pay account. <div style="border: 1px solid black; padding: 5px; text-align: center;"> Payment Procedures: 1. Receive & verify ID card w/voucher (Name, SSN and Expiration Date). 2. Have Payee sign the voucher. 3. Verify the voucher signature w/ID. 4. Initial the voucher/copies 5. Give payee a copy of the voucher. 6. Count the money (twice). Ask payee to verify the amount. Paid in U.S. Dollars. </div>		11. AGENCY CODE A
8. PCS ACTIONS <input type="checkbox"/> PAYMENT POSTED TO DA FORM 2356 <input type="checkbox"/> MEMBER NOT IN POSSESSION OF PCS PACKAGE	9. REMARKS 21*2010 01-1100 P1190.000 1199 S99999 <div style="border: 1px solid black; padding: 5px; text-align: center;"> "FOR INSTRUCTIONAL PURPOSES ONLY" </div>		12. VOUCHER NUMBER 650003
17. PREPARED BY(<i>Signature/Date</i>) /S/	RECEIPT OF AMOUNT AS SHOWN PAID IS ACKNOWLEDGED		13. AMOUNT PAID \$1,542.83 / I/
18. SIGNATURE OF PAYEE /S/	19. DATE 1 OCT **	20. APPROVED BY(<i>Signature/Date</i>) /S/ 1 OCT **	14. CLEAR ACCOUNT ID (<i>Check one</i>) <input type="checkbox"/> Officer <input checked="" type="checkbox"/> Enlisted
		15. ADVANCE PAY CATEGORY (<i>If applicable</i>)	15a NUMBER OF MONTHS ADVANCE
		15b NUMBER OF MONTHS REPAYMENT	16. PAYROLL NUMBER

PUBLIC VOUCHERS FOR REFUNDS

Voucher No. 700001

Schedule No.

(Voucher prepared 23rd FM CO (FWD), DETACHMENT A, APO AE 09807
(Give place and date))

U.S. DEPARTMENT OF THE ARMY
(Department or Establishment, Bureau or Office)

Appropriation or fund 21X6875 89 S09076 SA \$2,260.49

THE UNITED STATES, Dr.,

To
Address

AMERICAN STEAMSHIP LINES
207 Mecca Blvd
Ad Damman, Saudi Arabia

PAID BY
23d FMSU (FWD)
Detachment A
APO AE 09808
DSSN 6348
1 OCT **

Statement of deposit (s) received and applied: Contract No.

DATE OF DEPOSIT	RECEIPT NO.	ARTICLES OR SERVICES (ENTER DESCRIPTION, INCLUDING DETAIL OF APPLIED CHARGES AND OTHER INFORMATION DEEMED NECESSARY)	AMOUNT DEPOSITED		APPLIED CHARGES		BALANCE DUE DEPOSITOR		NOTATIONS
			DOLLARS	CTS	DOLLARS	CTS	DOLLARS	CTS	
2 JUN **	AE298 -321F	Refund of port handling charges for the SS United States: unloading thereof on 22 Jun **	2,260	49			2,260	49	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>STUDENT NOTE: CASH DISBURSEMENT Paid by the cashier after payee identification, payee's signature, and cashier's initials. Vouchers are prepared in a minimum of three copies. Paid in U. S. Dollars.</p> </div>									
TOTAL			2,260	49			2,260	49	

I certify that the above statement of deposit (s) of the payee or depositor named is correct and that the sum of \$ 2,260.49 is due said depositor.

* Approved and refund authorized for \$ 2,260.49 / S /
(Sign original only)

FOR: JAMES R. RICHARDSON, MAJ, FC
Title Finance Officer

Refund by { Check No.
Cash, \$ 2,260.49 / J / on 1 OCT ** Signature of payee / S /
Other method, \$ (Sign original only)
(Describe)

*If the ability to certify and authority to approve are combined in one person, one signature only is necessary, otherwise the approving officer will sign in the blank space below Approved' etc., and over his official title

"FOR INSTRUCTIONAL PURPOSES ONLY"

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-121	PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL	VOUCHER NO. 700003																														
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION DEPARTMENT OF THE ARMY 23d FMSU (FWD) DETACHMENT A APO AE 09808	DATE VOUCHER PREPARED 1 OCT ** CONTRACT NUMBER AND DATE WP 601-8-18 JUL ** REQUISITION NUMBER AND DATE WPRJ 718-5	SCHEDULE NO. PAID BY 23d FMSU (FWD) Detachment A APO AE 09808 DSSN 6348 1 OCT ** DATE INVOICE RECEIVED 28 SEP ** DISCOUNT TERMS NONE PAYEE'S ACCOUNT NUMBER 7811																														
PAYEE'S NAME AND ADDRESS <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> MASSEY ELECTRIC SERVICES 7008 ALLAH ST. MECCA, SAUDI ARABIA </div>	SHIPPED FROM _____ TO _____ WEIGHT _____	GOVERNMENT B/L NUMBER N/A																														
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">NUMBER AND DATE OF ORDER</th> <th rowspan="2">DATE OF DELIVERY OR SERVICE</th> <th rowspan="2">ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small></th> <th rowspan="2">QUAN-TITY</th> <th colspan="2">UNIT PRICE</th> <th rowspan="2">AMOUNT <small>(1)</small></th> </tr> <tr> <th>COST</th> <th>PER</th> </tr> </thead> <tbody> <tr> <td></td> <td>28 SEP **</td> <td>Inspect and repair to electrical systems including alarm system.</td> <td></td> <td></td> <td></td> <td style="text-align: right;">201.99</td> </tr> <tr> <td colspan="6" style="text-align: center;"> <div style="border: 2px solid black; padding: 5px; background-color: #e0e0e0;"> STUDENT NOTE: Paid by the cashier after payee identification, payee's signature, and cashier's initials. Vouchers are prepared in a minimum of three copies. Paid in U. S. Dollars. </div> </td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;">TOTAL</td> <td style="text-align: right;">201.99</td> </tr> </tbody> </table>	NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>	QUAN-TITY	UNIT PRICE		AMOUNT <small>(1)</small>	COST	PER		28 SEP **	Inspect and repair to electrical systems including alarm system.				201.99	<div style="border: 2px solid black; padding: 5px; background-color: #e0e0e0;"> STUDENT NOTE: Paid by the cashier after payee identification, payee's signature, and cashier's initials. Vouchers are prepared in a minimum of three copies. Paid in U. S. Dollars. </div>							TOTAL						201.99		
NUMBER AND DATE OF ORDER					DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>		QUAN-TITY	UNIT PRICE		AMOUNT <small>(1)</small>																					
	COST	PER																														
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TOTAL						201.99																										
PAYMENT: <input type="checkbox"/> PROVISIONAL <input checked="" type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR BY 2 TITLE	EXCHANGE RATE =\$ 201.99 = \$1.00	DIFFERENCES Amount verified; correct for	(Signature or initials) /I/																											
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.																																
1 OCT ** <small>(Date)</small>		/S/ <small>(Authorized Certifying Officer)</small>		FOR: JAMES R. RICHARDSON, MAJ, FC <small>(Title)</small>																												
ACCOUNTING CLASSIFICATION																																
21*2020 89-4010 P730000-2511 S09076 SA \$201.99 (732897.E0000)																																
P A B Y D	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY	CHECK NUMBER	ON <small>(Name of bank)</small>																												
	CASH \$ 201.99 /I/	DATE 1 OCT **	PAYEE ³ /S/																													
1 When stated in foreign currency, insert name of currency. 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise approving officer will sign in the space provided, over his official title. 3 When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.				PER JOHN J. MASSEY TITLE TREASURER																												

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input checked="" type="checkbox"/> Payment by Check or Cash ² by the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.					
2. NAME (Last, First, Middle Initial) (Print or type) WALLACE, CHESTER C.		3. GRADE E9/CSM	4. SSN 999-00-4083		5. TYPE OF PAYMENT (X as applicable) <input type="checkbox"/> TDY <input checked="" type="checkbox"/> PCS <input checked="" type="checkbox"/> Dependent(s) <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input checked="" type="checkbox"/> DLA		
6. ADDRESS: a. NUMBER AND STREET 1/92 ND MECH INF BOX 2345		b. CITY FT. STEWART	c. STATE GA	d. ZIP CODE 31314			
e. E-MAIL ADDRESS CHESTER.C.WALLACE@US.ARMY.MIL				10. FOR D.O. USE ONLY			
7. DAYTIME TELEPHONE NUMBER & AREA CODE (912) 435 - 4446		8. TRAVEL ORDER AUTHORIZATION NUMBER 4-111	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES NONE		a. D.O. VOUCHER NUMBER 800001		
11. ORGANIZATION AND STATION 1/92 ND MECH INF FT. STEWART, GA 31314					b. SUBVOUCHER NUMBER		
12. DEPENDENT(S) (X and complete as applicable) <input checked="" type="checkbox"/> ACCOMPANIED a. NAME (Last, First, Middle Initial) WALLACE, MARGARET WALLACE, JOANN WALLACE, MARK WALLACE, RICHARD			b. RELATIONSHIP SPOSUE DAU SON SON	c. DATE OF BIRTH OR MARRIAGE 1 OCT ** 1 AUG ** 30 APR ** 26 MAR **	13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (include Zip Code) QTRS, 911-B FORT POLK, LA 71459		c. PAID BY: 23d FMSU (FWD) APO, AE 09808 DSSN/ADSN: 6348
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				15. ITINERARY		d. COMPUTATIONS	
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
18 SEP		FT POLK, LA		PA			736 mi. @ 18.5 = \$136.16
20 SEP		FT STEWART, GA			MC		736 mi. @ 24.5 = \$180.32
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**CURRENCY EXCHANGE RECORD
RECORD OF INDIVIDUAL EXCHANGE TRANSACTIONS**

1. DISBURSING OFFICER DESIGNATION James R. Richardson, MAJ, FC Disbursing Officer 23d FMSU (FWD) APO AE 09808				2. RATES OF EXCHANGE <i>(Number of Foreign Currency Units to one U.S. Dollar)</i> <p align="center">2 FC = \$1.00</p>				3. DATE <i>(YYYYMMDD)</i> 20**1001		4. DSSN 6348	
6. RECEIVED FROM CUSTOMER INCOMING BY EXCHANGE				7. DISBURSED TO CUSTOMER OUTGOING BY EXCHANGE				5. NAME OF CASHIER OR DEPUTY R.H. WOOD, PFC CASHIER			
8. NAME AND OTHER INFORMATION REQUIRED BY DISBURSING OFFICER ON PERSON FOR WHOM EXCHANGE IS MADE											
a. TYPE OF NEGOTIABLE INSTRUMENT RECEIVED <i>(Personal check, Etc.)</i>	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	a. U.S. CURRENCY AND COIN	b. FOREIGN CURRENCY US\$	c. FOREIGN CURRENCY UNITS	d. TOTAL				
PC	60.00	↔	60.00	↔	60.00	120.00	↔	60.00	/S/ NAME....SSN....SIGNATUR		
PC	40.00		40.00		40.00	80.00		40.00	/S/ NAME....SSN....SIGNATUR		
	90.00		90.00		90.00	180.00		90.00	/S/ NAME....SSN....SIGNATUR		
	40.00		40.00		40.00	80.00		40.00	/S/ NAME....SSN....SIGNATUR		
	643.00		643.00		643.00	1286.00		643.00	/S/ NAME....SSN....SIGNATUR		
TOTALS											
PC = \$100.00	\$773.00		\$873.00		873.00	FC 1746		\$873.00			

Incoming (BLK 6d) and
Outgoing (BLK 7d) **MUST**
be equal in order to balance.

STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO. RAY F. COLLINS, CPT DEPUTY DISBURSING OFFICER 23d FMSU (FWD) APO AE 09808 DSSN: 6348	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS <i>(Include ZIP Code/APO number) and Telephone number.)</i> R. H. WOOD, PFC 999-01-0001 23d FMSU (FWD) DETACHMENT A APO AE 09808 CASHIER PH #0001
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TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTION <i>a</i>	INCREASE <i>(Received by Agent)</i> <i>b</i>	BEGINNING BALANCE <i>(In Agent's Account)</i> <i>c</i>	DECREASE <i>(Turned in by Agent)</i> <i>d</i>	ENDING BALANCE <i>(In Agent's Account)</i> <i>e</i>
1. BALANCE FORWARD		\$7,816.68		\$9,292.68
2. U.S. DOLLARS			2,000.00	
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS	1,476.00			
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS:				
A. TREASURY CHECKS			78.18	
B. MILITARY PAYMENT ORDERS				
C. OTHER <i>(Specify)</i>			100.00	
8. PAID VOUCHERS			4,750.39	
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$9,292.68		\$2,364.11

STATEMENTS

DISBURSING OFFICER <input type="checkbox"/> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.	AGENT OFFICER <input type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFORE I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.
--	--

DATE	SIGNATURE	STUDENT NOTE: Vault return to Deputy Disbursing Officer (DDO)
		Both the deputy and cashier must sign this form. The cashier retains a copy for daily reconciliation. The deputy's original copy is the official business copy.

<input checked="" type="checkbox"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.	<input checked="" type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT
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DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER
1 OCT **	///Ray F. Collins////	1 OCT **	/////R.H. WOOD/////

FORM **1081**
1 MAY 75

REPLACES EDITION OF 1 DEC 67 WHICH IS OBSOLETE.

"FOR INSTRUCTIONAL PURPOSES ONLY"

**23d FMSU (FWD)
Detachment A
APO AE 09808**

INTERNAL RECEIPT FOR CASH

1 OCT **

(DATE)

~~ADVANCED~~/RETURNED TO: RAY F. COLLINS, CPT, DEPUTY DISBURSING OFFICER

RECEIVED FROM: R.H. WOOD, CASHIER #1

US DOLLARS

FOREIGN CURRENCY

\$ 20.00 2,000.00
 \$ 10.00 _____
 \$ 5.00 _____
 \$ 1.00 _____
 \$ 0.25 _____
 \$ 0.10 _____
 \$ 0.05 _____
 \$ 0.01 _____
 TOTAL 2,000.00

100 FC _____
 50 FC _____
 20 FC _____
 10 FC _____
 5 FC _____
 2 FC _____
 1 FC _____
 .50 FC _____
 .10 FC _____
 .05 FC _____
 TOTAL 0.00

STUDENT NOTE: Vault return to Deputy Disbursing Officer (DDO)

Both the deputy and cashier must sign this form. The cashier retains a copy for daily reconciliation. The DDO's original copy is the official business copy.

NEGOTIABLE INSTRUMENTS AND OTHER

TYPE	<u>TRAVELERS CHECKS</u>	VALUE	<u>60.00</u>
TYPE	<u>P/C</u>	VALUE	<u>40.00</u>
TYPE	<u>TC</u>	VALUE	<u>78.18</u>
TYPE	<u>PAID VOUCHERS</u>	VALUE	<u>4,750.39</u>
TYPE	<u>COLLECTIONS</u>	VALUE	<u>1,476.00</u>
		TOTAL	<u>6,404.57</u>

////R.H. Wood////

(RECEIVED FROM)

////Ray F. Collins////

(RECEIVED BY)

"FOR INSTRUCTIONAL PURPOSES ONLY"

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
1 OCT **

SECTION I – SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE					
1.	ACCOUNTABILITY – Beginning of Day	\$3,241.68	3,241.68					
2.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">I N</td> <td style="width: 20%;">ADVANCES</td> <td style="width: 20%;">a. Cash 4,250.00</td> <td style="width: 20%;">b. Prepositioned Checks 325.00</td> <td style="width: 10%;">c. Other</td> </tr> </table>	I N	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks 325.00	c. Other	4,575.00	4,575.00
I N	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks 325.00	c. Other				
3.	C VOUCHERED COLLECTIONS	1,476.00	1,476.00					
4.	R E A S E S	TREASURY CHECK ISSUES						
		a. Vouchered	b. Other					
5.	TRANSFERS FROM OTHER DISBURSING OFFICERS							
6.	EXCHANGE GAIN ACCUMULATIONS							
7.	OTHER (Explain)							
8.	TOTAL INCREASES	6,051.00	6,051.00					
9.	GROSS ACCOUNTABILITY	9,292.68	9,292.68					
10.	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS						
11.	EXCHANGE LOSS ACCUMULATIONS							
12.	OTHER (Explain)							
13.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">R E T U R N S T O P R I N C I P A L</td> <td style="width: 20%;">a. Paid Vouchers 4,750.39</td> <td style="width: 20%;">b. Deposit Tickets</td> <td style="width: 20%;">c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18</td> </tr> </table>	R E T U R N S T O P R I N C I P A L	a. Paid Vouchers 4,750.39	b. Deposit Tickets	c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18	6,928.57	6,928.57	
R E T U R N S T O P R I N C I P A L	a. Paid Vouchers 4,750.39	b. Deposit Tickets	c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18					
14.	TOTAL DECREASES	6,928.57	6,928.57					
15.	ACCOUNTABILITY - ENDING	2,364.11	2,364.11					

SECTION II – DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE	
17.	CASH ON HAND (U.S.)			3,357.11
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2014	RATE 2.00
		b. OPERATING	UNITS	RATE
19.	PREPOSITIONED TREASURY CHECKS			1,007.00
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE	
22.	MILITARY PAYMENT CERTIFICATES			
23.	PAID VOUCHERS			4,750.39
24.	FUNDS IN TRANSIT			
25.	FUNDS WITH SUBAGENTS			
26.	DEPOSIT TICKETS (not LDA)			
27.	DISHONORED CHECKS RECEIVABLE			
28.	CHECK OVERDRAFTS RECEIVABLE			
29.	LOSS OF FUNDS			
30.	DEFERRED VOUCHERS			
31.	OTHER (Explain)			
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68
				6,928.57
				2,364.11

STUDENT NOTE: Cashier had beginning accountability of:
 U.S. Dollars - \$2,611.68
 Foreign Currency - \$630.00 (FC 1,260)
 Negotiable Instruments - \$0.00

SECTION III – DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. LOCATION	c. CASH (Foreign Units)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	f. MILITARY PAYMENT CERTIFICATES	g. OTHER
33.	AGENT					
34.	DEPUTY AGENT					
35.	CASHIER	1,007.00	1,357.11	0.00	0.00	0.00
36.	OTHER (Specify)					
37.	TOTALS	1,007.00	1,357.11	0.00	0.00	0.00

2. NAME OF AGENT (Type or Print) R.H. WOOD, PFC, CASHIER	3. ADDRESS OF AGENT (Type or Print) 23d FMSU (FWD), DETACHMENT A APO, AE 09808
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4. SIGNATURE OF AGENT *//////////R. H. Wood//////////*

“FOR INSTRUCTIONAL PURPOSES ONLY”

DD FORM 2665 WORKSHEET (CASHIER w/o Vault Ledgers)			DATE	
			1 Oct **	
ITEM	U. S. CURRENCY	FOREIGN CURRENCY	NEGOTIABLE INSTRUMENTS (EXPLAIN)	TOTALS
BEGINNING BAL	2,611.68	630.00	0.00	3,241.68
VAULT ADVANCES	3,000.00	1,250.00	325.00 TC	
(+) TOTAL	3,000.00	1,250.00	325.00 TC	4,575.00
COLLECTIONS	295.00 102.82 1,000.00		78.18 TC	
(+) TOTAL	1,397.82	0.00	78.18 TC	
(=) GROSS ACCOUNTABILITY	7,009.50	1,880.00	403.18	9,292.68
DISBURSEMENTS	200.00 1,542.83 2,260.49 201.99 545.08			
(-) TOTAL	4,750.39	0.00	0.00	4,750.39
INCOMING BY EXCHANGE	325.00 90.00 40.00 643.00		60.00 PC 40.00 PC	
(+) TOTAL	1,098.00	0.00	100.00 PC	1,198.00
OUTGOING BY EXCHANGE	0.00	100.00 773.00	325.00 TC	
(-) TOTAL		873.00	325.00 TC	1,198.00
(=) ACCOUNTABILITY BEFORE TRANSFERS	3,357.11	1,007.00	178.18	4,542.29
VAULT RETURNS	2,000.00	0.00	100.00 PC 78.18 TC	
(-) TOTAL	2,000.00	0.00	178.18	2,178.18
ENDING ACCOUNTABILITY	1,357.11	1,007.00	0.00	2,364.11

"FOR INSTRUCTIONAL PURPOSES ONLY"

Cashier # 2

SPC TREE, G.W.



Supporting Documents

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO. RAY F. COLLINS, CPT DEPUTY DISBURSING OFFICER 23d FMSU (FWD) APO AE 09808 DSSN: 6348	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number) and Telephone number.) G. W. TREE, SPC 999-01-0002 23d FMSU (FWD) DETACHMENT A APO AE 09808 CASHIER PH #0002
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TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTION <i>a</i>	INCREASE (Received by Agent) <i>b</i>	BEGINNING BALANCE (In Agent's Account) <i>c</i>	DECREASE (Turned in by Agent) <i>d</i>	ENDING BALANCE (In Agent's Account) <i>e</i>
1. BALANCE FORWARD		\$1,165.21		\$26,165.21
2. U.S. DOLLARS	\$12,500.00			
3. FOREIGN CURRENCY FC 25,000 @ 2:1	\$12,500.00			
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS:				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (<i>Specify</i>)				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$26,165.21		\$26,165.21

STATEMENTS

DISBURSING OFFICER		AGENT OFFICER	
<input checked="" type="checkbox"/> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		<input checked="" type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFORE I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.	
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER
1 OCT **	////////Ray F. Collins////////	1 OCT **	////////G.W. Tree////////
<input type="checkbox"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT	
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER

“FOR INSTRUCTIONAL PURPOSES ONLY”

**23d FMSU (FWD)
DETACHMENT A
APO, AE 09808**

INTERNAL RECEIPT FOR CASH

1 OCT **
(DATE)

~~ADVANCED/RETURNED TO:~~ G.W. Tree, SPC, Cashier

RECEIVED FROM: RAY F. COLLINS, CPT, DEPUTY DISBURSING OFFICER

<u>US DOLLARS</u>		<u>FOREIGN CURRENCY</u>	
\$ 20.00	<u>11,000.00</u>	100 FC	<u>10,000.00</u>
\$ 10.00	<u>700.00</u>	50 FC	<u>12,500.00</u>
\$ 5.00	<u>500.00</u>	20 FC	<u>1,500.00</u>
\$ 1.00	<u>300.00</u>	10 FC	<u>500.00</u>
\$ 0.25	<u> </u>	5 FC	<u>200.00</u>
\$ 0.10	<u> </u>	2 FC	<u>200.00</u>
\$ 0.05	<u> </u>	1 FC	<u>100.00</u>
\$ 0.01	<u> </u>	.50 FC	<u> </u>
TOTAL	<u>12,500.00</u>	.10 FC	<u> </u>
		.05 FC	<u> </u>
		TOTAL	<u>25,000.00</u>

NEGOTIABLE INSTRUMENTS AND OTHER

TYPE <u> </u>	VALUE <u> </u>
TYPE <u> </u>	VALUE <u> </u>
TYPE <u> </u>	VALUE <u> </u>
TYPE <u> </u>	VALUE <u> </u>
TYPE <u> </u>	VALUE <u> </u>
TOTAL	<u>0.00</u>

////Ray F. Collins////
(RECEIVED FROM)

////G.W. Tree////
(RECEIVED BY)

"FOR INSTRUCTIONAL PURPOSES ONLY"

Mustafa Brothers

111 Elm St
Al Ramadi,
Iraq

1 Oct **

CUSTOMER RECEIPT

Invoice Number: 0001
Purchase Order Number: DASA02-00Y0102
Terms: Due On Receipt

Delivered To: JOHN DOE SFC, S4
HHC 3/45TH FA
FOB WEBSTER

ITEM / SUPPLIES / SERVICES	QUANTITY	UNIT PRICE	AMOUNT
Overalls, Mechanic, Desert (Various sizes)	100	5.4475	\$544.75
		TOTAL DUE:	\$544.75

Ali M.

Bay

Ali M. Bay
President Mustafa Brothers

STUDENT NOTE: This is the receipt for the SF 44 on page 27 Order Number DASA02-00Y0102.

“FOR INSTRUCTIONAL PURPOSES ONLY”

**Mustafa
Brothers**
111 Elm St
Al Ramadi,
Iraq

1 Oct **

CUSTOMER RECEIPT

Invoice Number:	0002
Purchase Order Number:	DASA02-00Y0103
Terms:	Due On Receipt

Delievered To:	JOHN DOE	SFC,S4
	HHC 3/45TH FA	
	FOB WEBSTER	

ITEM / SUPPLIES / SERVICES	QUANTITY	UNIT PRICE	AMOUNT
LUMBER, 2 X 4	150 ea	\$2.156	\$323.40
NAILS, VARIOUS SIZES	10 bxs	\$5.00	\$50.00

TOTAL DUE:	\$373.40
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Ali M.

Bay

Ali M. Bay
President Mustafa Brothers

STUDENT NOTE: This is the receipt for the SF 44 on page 29 Order Number DASA02-00Y0103.
--

“FOR INSTRUCTIONAL PURPOSES ONLY”

Standard Form 1034 (9-73) Exceptions to SF 1034 approved by NARS, Feb 76 4 Treasury FRM 2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONNEL				VOUCHER NO. 700002	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION DEPARTMENT OF THE ARMY 23d FMSU (FWD), DET A APO AE 09808		DATE VOUCHER PREPARED 1 OCT **		SCHEDULE NO.			
		CONTRACT NUMBER AND DATE		PAID BY 23d FMSU (FWD)			
		REQUISITION NUMBER AND DATE		DETACHMENT A APO AE 09808			
PAYEE'S NAME AND ADDRESS KHALID SAND AND GRAVEL 10111 RAMADAN WAY HAGAN, GA 30429		DSSN: 6348		DATE INVOICE RECEIVED 25 SEP **			
		DISCOUNT TERMS NET 30		PAYEE'S ACCOUNT NUMBER NONE			
		SHIPPED FROM Columbia, SC		TO White Sands, NM		WEIGHT	
		GOVERNMENT B/L NUMBER					
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter descriptions, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUAN- TITY	UNIT PRICE		AMOUNT (1)	
				COST	PER		
912-L-01	27SEP**	GRAVEL, GENERAL CONSTRUCTION	1500	.2680	Lb	\$402.00	
		SAND, GENERAL CONSTRUCTION	1625	.3680	Lb	\$598.00	
STUDENT NOTE: Paid in U.S. Dollars							
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)						TOTAL	
PAYMENT:		APPROVED FOR	EXCHANGE RATE	DIFFERENCES		\$1,000.00	
<input type="checkbox"/> COMPLETE		= \$	= \$1.00				
<input type="checkbox"/> PARTIAL		BY ²					
<input checked="" type="checkbox"/> FINAL		TITLE		Amount verified; correct for		\$1,000.00	
<input type="checkbox"/> PROGRESS				(Signature or Initials)		MNT	
<input type="checkbox"/> ADVANCE							
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
1 OCT **		/S/		FOR: JAMES R. RICHARDSON, MAJ, FC			
(Date)		(Authorized Certifying Officer) ²		(Title)			
ACCOUNTING CLASSIFICATION							
21*2020 76-9505 117096.Z0-26EB W91DPW*15323492/MJHF S09076 \$1,000.00							
P A I D B Y	CHECK NUMBER	ON TREASURER OF THE UNITED STATES		CHECK NUMBER	ON(Name of bank)		
	CASH	DATE		PAYEE ³			
	\$1,000.00	//	1 OCT **	/S/			
1 When stated in foreign currency, insert name of currency. 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3 When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "Joe Doe Company, per John Smith, Secretary" or "Treasurer", as the case may be.				PER			
				TITLE			

"FOR INSTRUCTIONAL PURPOSES ONLY"

STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO. RAY F. COLLINS, CPT DEPUTY DISBURSING OFFICER 23d FMSU (FWD) APO AE 09808 DSSN: 6348	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number.) G. W. TREE, SPC 999-01-0002 23d FMSU (FWD) DETACHMENT A APO AE 09808 CASHIER PH #0002
---	--

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTION <i>a</i>	INCREASE (Received by Agent) <i>b</i>	BEGINNING BALANCE (In Agent's Account) <i>c</i>	DECREASE (Turned in by Agent) <i>d</i>	ENDING BALANCE (In Agent's Account) <i>e</i>
1. BALANCE FORWARD		\$26,165.21		\$26,165.21
2. U.S. DOLLARS			3,342.00	
3. FOREIGN CURRENCY FC 2,784 @ 2:1			1,392.00	
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS:				
A. TREASURY CHECKS			8,766.00	
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify) PERSONAL CHECKS			7,500.00	
8. PAID VOUCHERS			2,500.00	
9. INCORRECT VOUCHERS RETURNED				
10. LOSS OF FUNDS			20.00	
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$26,165.21		\$2,645.21

STATEMENTS

DISBURSING OFFICER		AGENT OFFICER	
<input type="checkbox"/> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		<input type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFORE I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.	
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER
<input checked="" type="checkbox"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input checked="" type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT	
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER
1 OCT **	////Ray F. Collins////	1 OCT **	////G.W. Tree////

FORM

REPLACES EDITION OF 1 DEC 67 WHICH IS OBSOLETE.

DD 1081

1 MAY 75

JOURNAL VOUCHER

J.V. No. 10-1

Date 1 Oct **

REFERENCE	EXPLANATION	DEBIT	CREDIT
	Cashier Shortage	\$20.00	
	Other Cash Items Increase		\$20.00
	LOSS OF FUNDS		
	Tree, G.W. SPC Cashier 999-01-0002 23D FMSU (FWD) Detachment A APO AE 09808		
	Total	\$20.00	\$20.00

Prepared by _____ / S /
 (Signature)

Approved by _____ / S /
 (Signature)

NCOIC, DISBURSING
 (Title)

DEPUTY
 (Title)

"FOR INSTRUCTIONAL PURPOSES ONLY"

23d FMSU (FWD)
DETACHMENT A
APO, AE 09808

INTERNAL RECEIPT FOR CASH

1 OCT **

(DATE)

~~ADVANCED~~/RETURNED TO: RAY F. COLLINS, CPT, DEPUTY DISBURSING OFFICER

RECEIVED FROM: G. W. TREE, SPC, CASHIER

	<u>US DOLLARS</u>
\$ 20.00	<u>2,880.00</u>
\$ 10.00	<u>280.00</u>
\$ 5.00	<u>160.00</u>
\$ 1.00	<u>22.00</u>
\$ 0.25	<u> </u>
\$ 0.10	<u> </u>
\$ 0.05	<u> </u>
\$ 0.01	<u> </u>
TOTAL	<u>3,342.00</u>

	<u>FOREIGN CURRENCY</u>
100 FC	<u>2,000.00</u>
50 FC	<u>250.00</u>
20 FC	<u>300.00</u>
10 FC	<u>120.00</u>
5 FC	<u>40.00</u>
2 FC	<u>34.00</u>
1 FC	<u>40.00</u>
.50 FC	<u> </u>
.10 FC	<u> </u>
.05 FC	<u> </u>
TOTAL	<u>2,784.00</u>

NEGOTIABLE INSTRUMENTS AND OTHER

TYPE	<u>PC</u>	VALUE	<u>7,500.00</u>
TYPE	<u>TC</u>	VALUE	<u>8,766.00</u>
TYPE	<u>PAID VOUCHERS</u>	VALUE	<u>2,500.00</u>
TYPE	<u> </u>	VALUE	<u> </u>
TYPE	<u> </u>	VALUE	<u> </u>
TOTAL			<u>18,766.00</u>

////G.W. Tree////
(RECEIVED FROM)

////Ray F. Collins///
(RECEIVED BY)

“FOR INSTRUCTIONAL PURPOSES ONLY”

CURRENCY EXCHANGE RECORD								Page 1 of 3	
RECORD OF INDIVIDUAL EXCHANGE TRANSACTIONS									
1. DISBURSING OFFICER DESIGNATION				2. RATES OF EXCHANGE (Number of Foreign Currency Units to one U.S. Dollar)				3. DATE (YYYYMMDD)	4. DSSN
RAY F. COLLINS, CPT, FC 23d FMSU (FWD), DET A APO, AE 09808				2 FC = \$1.00				20**1001	6348
6. RECEIVED FROM CUSTOMER				7. DISBURSED TO CUSTOMER				5. NAME OF CASHIER OR DEPUTY	
								G.W. TREE, SPC CASHIER	
8. NAME AND OTHER INFORMATION REQUIRED BY DISBURSING OFFICER ON PERSON FOR WHOM EXCHANGE IS MADE									
a. Type of Negotiable Instrument Received (Personal Check, etc.)	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	a. U.S. CURRENCY AND COIN	b. FOREIGN CURRENCY US \$	c. FOREIGN CURRENCY UNITS	d. TOTAL		
NI	160.00		160.00		160.00	320.00	160.00	/S/	
NI	140.00		140.00		140.00	280.00	140.00	/S/	
NI	100.00		100.00		100.00	200.00	100.00	/S/	
NI	75.00		75.00		75.00	150.00	75.00	/S/	
NI	50.00		50.00		50.00	100.00	50.00	/S/	
NI	700.00		700.00		700.00	1400.00	700.00	/S/	
NI	120.00		120.00	120.00			120.00	/S/	
NI	80.00		80.00	80.00			80.00	/S/	
NI	200.00		200.00	200.00			200.00	/S/	
NI	100.00		100.00	100.00			100.00	/S/	
NI	350.00		350.00	350.00			350.00	/S/	
NI	500.00		500.00	500.00			500.00	/S/	
NI	500.00		500.00		500.00	1000.00	500.00	/S/	
NI	90.00		90.00		90.00	180.00	90.00	/S/	
NI	550.00		550.00		550.00	1100.00	550.00	/S/	
TOTALS	\$3,715.00		\$3,715.00	\$1,350.00	\$2,365.00	4730.00	\$3,715.00	TOTALS	

STUDENT NOTE: This is Page 1 of 3

**CURRENCY EXCHANGE RECORD
RECORD OF INDIVIDUAL EXCHANGE TRANSACTIONS**

1. DISBURSING OFFICER DESIGNATION RAY F. COLLINS, CPT FC 23d FMSU (FWD) DET A APO, AE 09808				2. RATES OF EXCHANGE (Number of Foreign Currency Units to one U.S. Dollar) <p align="center">2 FC = \$1.00</p>				3. DATE (YYYYMMDD) 20**1001		4. DSSN <p align="center">6348</p>	
6. RECEIVED FROM CUSTOMER				7. DISBURSED TO CUSTOMER				5. NAME OF CASHIER OR DEPUTY G.W. TREE, SPC CASHIER			
8. NAME AND OTHER INFORMATION REQUIRED BY DISBURSING OFFICER ON PERSON FOR EXCHANGE IS MADE				8. NAME AND OTHER INFORMATION REQUIRED BY DISBURSING OFFICER ON PERSON FOR EXCHANGE IS MADE				8. NAME AND OTHER INFORMATION REQUIRED BY DISBURSING OFFICER ON PERSON FOR EXCHANGE IS MADE			
a. Type of Negotiable Instrument Received (Personal Check, etc.)	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	a. U.S. CURRENCY AND COIN	b. FOREIGN CURRENCY US \$	c. FOREIGN CURRENCY UNITS	d. TOTAL				
NI	400.00		400.00		400.00	800.00	400.00	/S/			
NI	325.00		325.00		325.00	650.00	325.00	/S/			
NI	25.00		25.00		25.00	50.00	25.00	/S/			
US\$	190.00		190.00		190.00	380.00	190.00	/S/			
US\$	140.00		140.00		140.00	280.00	140.00	/S/			
US\$	243.00		243.00		243.00	486.00	243.00	/S/			
US\$	100.00		100.00		100.00	200.00	100.00	/S/			
US\$	50.00		50.00		50.00	100.00	50.00	/S/			
US\$	75.00		75.00		75.00	150.00	75.00	/S/			
US\$	25.00		25.00		25.00	50.00	25.00	/S/			
US\$	95.00		95.00		95.00	190.00	95.00	/S/			
US\$	650.00		650.00		650.00	1300.00	650.00	/S/			
US\$	125.00		125.00		125.00	250.00	125.00	/S/			
US\$	100.00		100.00		100.00	200.00	100.00	/S/			
US\$	75.00		75.00		75.00	150.00	75.00	/S/			
TOTALS	\$2,618.00	0	\$2,618.00	\$0.00	\$2,618.00	5236.00	\$2,618.00	TOTALS			

STUDENT NOTE: This is Page 2 of 3

"FOR INSTRUCTIONAL PURPOSES ONLY"

CURRENCY EXCHANGE RECORD				INDIVIDUAL EXCHANGE TRANSACTIONS				RECORD OF	Page 3 of 3	
1. DISBURSING OFFICER DESIGNATION RAY F. COLLINS, CPT, FC 23d FMSU (FWD) , DET A APO, AE 09808				2. RATES OF EXCHANGE (Number of Foreign Currency Units to one U.S. Dollar) 2 FC = \$1.00				3. DATE (YYYYMMDD) 20**1001		4. DSSN 6348
								5. NAME OF CASHIER OR DEPUTY G.W. TREE, SPC CASHIER		
6. RECEIVED FROM CUSTOMER				7. DISBURSED TO CUSTOMER						
a. Type of Negotiable Instrument Received (Personal Check, etc.)	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	a. U.S. CURRENCY AND COIN	b. FOREIGN CURRENCY US \$	c. FOREIGN CURRENCY UNITS	d. TOTAL	/S/		
US\$	450.00		450.00		450.00	900.00	450.00			
US\$	150.00		150.00		150.00	300.00	150.00			
TOTALS:	600.00		600.00		600.00	1200.00	600.00			
NI=	\$16,266.00			\$12,500.00	\$10,500.00	FC21000.00				
US\$=	\$6,734.00									
TOTALS:		\$23,000.00			TOTALS:	\$23,000.00				
				“FOR INSTRUCTIONAL PURPOSES ONLY”						
								STUDENT NOTE: This is Page 3 of 3 The totals represent the totals for all 3 pages.		

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE
1 OCT **

SECTION I – SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE		
1.	ACCOUNTABILITY – Beginning of Day			1,165.21	1,165.21		
2.	I N C R E A S E S	ADVANCES	a. Cash 25,000	b. Prepositioned Checks	c. Other	25,000.00	25,000.00
3.		VOUCHERED COLLECTIONS					
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain)					
8.		TOTAL INCREASES			25,000.00	25,000.00	
9.		GROSS ACCOUNTABILITY			26,165.21	26,165.21	
10.	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain)					
13.	S E T T L E M E N T S	RETURNS TO PRINCIPAL	a. Paid Vouchers 2,500.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S.: 3,342.00, NEG INST: 16,266.00		23,520.00	23,520.00	
14.	S	TOTAL DECREASES FC: 1,392.00 , LOF 20.00			23,520.00	23,520.00	
15.	ACCOUNTABILITY - ENDING			2,645.21	2,645.21		

SECTION II – DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY				c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE				
17.	CASH ON HAND (U.S.)				4,839.21	3,342.00	1,497.21
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2296	RATE 2.00	2,540.00	1,392.00	1,148.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)				16,266.00	16,266.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE				
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS				2,500.00	2,500.00	0.00
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS				20.00	20.00	0.00
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY				26,165.21	23,520.00	2,645.21

STUDENT NOTE: Cashier had beginning accountability of:
 U.S. Dollars - \$625.21
 Foreign Currency - \$540.00 (FC 1,080)
 Negotiable Instruments - \$0.00

SECTION III – DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. LOCATION	c. CASH (Foreign Units)	d. CASH (U.S.)	a. PREPOSITIONED CHECKS	f. MILITARY PAYMENT CERTIFICATES	g. OTHER
33.	AGENT					
34.	DEPUTY AGENT					
35.	CASHIER	1,148.00	1,497.21	0.00	0.00	0.00
36.	OTHER (Specify)					
37.	TOTALS	1,148.00	1,497.21	0.00	0.00	0.00

2. NAME OF AGENT (Type or Print) G. W. TREE, SPC CASHIER	3. ADDRESS OF AGENT (Type or Print) 23d FMSU (FWD), DETACHMENT A APO, AE 09808
4. SIGNATURE OF AGENT <i>////////G.W. Tree////////</i>	“FOR INSTRUCTIONAL PURPOSES ONLY”

DD FORM 2665 WORKSHEET (CASHIER w/o Vault Ledgers)				DATE
				1 Oct **
ITEM	U. S. CURRENCY	FOREIGN CURRENCY	NEGOTIABLE INSTRUMENTS (EXPLAIN)	TOTALS
BEGINNING BAL	625.21	540.00	0.00	1,165.21
VAULT ADVANCES	12,500.00	12,500.00	0.00	26,165.21
(+) TOTAL	13,125.21	13,040.00	0.00	
COLLECTIONS				
(+) TOTAL	0.00	0.00	0.00	
(=)				
GROSS ACCOUNTABILITY	13,125.21	13,040.00	0.00	26,165.21
DISBURSEMENTS	544.75 373.40 331.85 250.00 1,000.00 20.00 JV			
(-) TOTAL	2,520.00	0.00	0.00	2,520.00
INCOMING BY EXCHANGE	6,734.00		7,500.00 PC 8,766.00 TC	
(+) TOTAL	6,734.00	0.00	16,266.00 PC	23,000.00
OUTGOING BY EXCHANGE	12,500.00	3,766.00 6,734.00		
(-) TOTAL	12,500.00	10,500.00	0.00	23,000.00
(=)				
ACCOUNTABILITY BEFORE TRANSFERS	4,839.21	2,540.00	16,266.00	23,645.21
VAULT RETURNS	3,342.00	1,392.00	7,500.00 PC 8,766.00 TC	21,000.00
(-) TOTAL	3,342.00	1,392.00	16,266.00	
ENDING ACCOUNTABILITY	1,497.21	1,148.00	0.00	2,645.21

"FOR INSTRUCTIONAL PURPOSES ONLY"