

Volunteer Reimbursement

- Volunteer will fill out a hard copy of the Claim for Reimbursement for Expenditures on Official Business form (SF 1164). The volunteer will need to sign in block 10. See attached SF 1164.
 - If this is the first time the volunteer has submitted a claim, then project personnel will need to submit a request to Lita Trotter to add the volunteer into CEFMS. Provide the volunteer's name, SSN, project, org. code, and time period for which he/she is expected to volunteer. Let Lita Trotter know if there is a volunteer agreement on file.
 - The volunteer will also need to fill out a Direct Deposit Authorization form. This form should be sent to the finance center. See attached Direct Deposit form.
 - Once the volunteer has been added into CEFMS then you can proceed with the claim.
- Reimbursements for mileage and miscellaneous fees associated with travel will be processed by doing a local travel voucher in CEFMS. Fill out the local travel voucher as you would for a USACE employee. Send to supervisor for signature. Once the supervisor approves in CEFMS, the claim should be processed automatically. Someone in UFC will approve the voucher and proceed with payment. If the volunteer is claiming reimbursement for anything other than travel related expenses, see attached SAM SOP 37-28 for guidance.
- Volunteer will be paid via direct deposit.

Attachments:

Direct Deposit Authorization Form

SF 1164 – Claim for Reimbursement for Expenditures on Official Business

SAM SOP 37-28 (SF 1164- Claim for Reimbursement)

EP 1130-2-500 COE Volunteer Program

**US ARMY CORPS OF ENGINEERS
ELECTRONIC PAYMENTS/DIRECT DEPOSIT**

- 1. The Debt Collection Improvement Act of 1996 provided that Federal payments shall be made by electronic funds transfer (EFT). The Corps issues electronic corporate payments through the Automated Clearing House (ACH) network using the Cash Concentration or Disbursement Plus Addendum (CCD+) payment format. Instead of receiving checks, you will have payments directly deposited into your checking or savings account.**
- 2. The benefits of receiving payments electronically are no lost or stolen checks, no deposit delays, prompt availability of funds, fully traceable payments, and decrease in fraud.**
- 3. EFT/Direct Deposit payments are available for vendors who have active contracts with the Corps sites within the Continental United States. Corps travelers working for these sites should also sign up for EFT.**
- 4. Attached is Form UFC-DISB-4 with instructions that can be used by both vendors and travelers to sign up for Corps EFT payments.**
- 5. Point of contact for questions is Michael Rye, commercial 901-874-8543, DSN 882-8543, email address; Michael.T.Rye@usace.army.mil.**

INSTRUCTIONS FOR COMPLETING FORM UFC-DISB-4

- 1) Vendors and/or travelers should indicate if this transaction is an “add”, as a new Direct Deposit to be set up; or a change to the already existing information. USACE employees already on payroll Direct Deposit that have not already completed a form for travel reimbursements should mark “Add”.
- 2) Include the Corps of Engineers District name (example: Mobile) or EROC (example: K5) that wrote the contract authorizing payment. If more than one District issued contracts, prepare a separate form for each District.
- 3) Include the Name Or Company as it appears on the invoice. If the contract was written to Bill and Betty Smith, the bill and Direct Deposit form should include both names, not just Bill. If you are a Corps Employee, this will be your name.
- 4) This address is the physical address of the business. If you are a corps employee, this is your home address
- 5) The city, state, and zip that match the physical address
- 6) The mailing address will include any and all remit to/payment addresses that are different from the physical address. (If more space is needed, include as attachment page with all addresses listed). This is VERY IMPORTANT the routing and bank account number is loaded on specific payment addresses.
- 7) Include Daytime phone number in case there are questions concerning the completed form.
- 8) Check if the bank account number furnished is checking account.
- 9) Check if the bank account number furnished is saving account
- 10) Include bank account number, one number in each slot. This number for checking account is located on the bottom portion of your checks. Usually after a nine digit number. *Do not include a check number, which sometimes appears in front or behind the actual account number*
- 11) The full name of your bank
- 12) The actual street address or PO BOX of your bank/financial institution.
- 13) The City, State, and correct Zip Code of your bank/financial institution
- 14) The Bank’s Routing number. This is your bank’s identification number in the Federal Reserve System *(Every bank’s routing number consists of exactly nine numeric numbers)* to locate your bank’s routing number: look at the bottom of your check at those series of numbers at the bottom. You should find a series of nine numbers either “off to themselves” or between colons, this is your bank’s routing number.
- 15) “For Corporations and Businesses use the companies IRS Tax ID number. For Sole Proprietorships and Individuals write your social security number
- 16) Forms for businesses should be signed by a company officer. Forms for Employees/individuals should be signed by the specific person.
- 17) Date of Authorization (ie.. the Date Signed)

John Citizen	Check ###
Your Address	
Your Bank	Date ____, 20__
Pay to the Order of _____ \$ _____	
_____ Dollars	
Bank Name	
Bank Address	
Bank City/State/Zip	
: 123456789: Check ### Your Account Number	

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEERS DISTRICT, MOBILE
P. O. BOX 2288
MOBILE, ALABAMA 36628-0001

Standard Operating Procedure

11 Oct 2006

Resource Management Office
SF1164 – Claim for Reimbursement

1. PURPOSE. This Standard Operating Procedure (SOP) sets forth District policy and procedures for processing miscellaneous claims for reimbursement while on official business.
2. APPLICABILITY. The provisions of this SOP apply to District and Field Office Personnel.
3. REFERENCES.
 - a. Memorandum, USACE Finance Center, CEFC-FD, 14 March 2001, subject: SF1164 Claim for Reimbursement for Expenditures on Official Business.
 - b. Assistant Secretary of the Army (Manpower and Reserve Affairs) Memo, 20 June 2003, Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees.
 - c. DFAS-IN Regulation 37-1, Travel and Transportation Allowances, Chapter 10 and Appendix X.
 - d. JTR-Vol 2, Employee Travel, Chapter 4, Part O.
4. GENERAL. CEFMS contains functionality in CEFMS is designed to reimburse a qualified employee for a portion of the cost incurred for Professional Liability Insurance (PLI), cost associated with a qualified individual's purchase of token/tickets under the Mass Transportation Fringe Benefit Program, cost incurred to obtain/renew professional credentials, as well as for reimbursement of approved miscellaneous expenses while on Official Business.

Reimbursement for obtaining or renewal of professional credentials requires specific documentation and review prior to forwarding information to the USACE Finance Center (UFC) for disbursement. Reimbursement for obtaining or renewal

of certificates and licenses must be approved in advance on form CESAM Form 1204. Request for Reimbursement packages must include Form 1204, Form 1205, and Form 1206 if applicable. Use Standard Remark Code 19 – SF1164 Reimbursement For Professional Credentials, Resource Code PROFCRED – Professional Credentials Expense, Work Category Code ALLOEX, and Work Category Element MIOEX. See CESAM-EN Policy Memorandum dated 25 February 2005.

Toastmaster dues can only be reimbursed if it is part of a training plan and must be listed on the employees current Individual Development Plan (IDP)/Mission Essential Task List (METL)

Enter as much information as possible in REMARKS screen 2.34.6 including a travel order number if the expense was incurred while on travel.

CEFMS local travel vouchers should be used only when the employee is being reimbursed for mileage and miscellaneous fees associated with the travel. Water will only be reimbursed if required because of safety and health reasons. For example, if travel is to a third world country where the water is unsafe to drink. Other non reimbursable items include locksmiths, bug spray, and ointments.

Reimbursement method is Electronic Funds Transfer (EFT). Employees must have EFT information loaded in CEFMS. This will allow travel, local travel, and SF1164 reimbursements to be disbursed direct deposit. Direct deposit forms must be submitted to the USACE Finance Center. For Direct Deposit Authorization form UFC-DISB-4 and instructions see UFC website www.fc.usace.army.mil, Publications. A different form is required for direct deposit of payroll and must be processed through the Customer Service Representative (CSR) in Resource Management Finance and Accounting Office, Mobile District.

5. PROCEDURES.

- a. The menu options for SF1164 Claim for Reimbursement are located at CEFMS Menu ID: AACBAD. There are four menu options:

- SF1164 PURCHASE REQUEST (1)
- APPROVE/CERTIFY PURCHASE REQSTS (2)
- PROCESS MISC DISBURSMENT (3)
- VIEW MISC DISBURSEMENTS (4)

Menu option (1) SF1164 Purchase Request is used to create the Purchase Request (PRAC).

Menu option (2) Approve/Certify Purchase Reqsts is where the supervisor will approve and in some cases certify the purchase request. Usually, certification is done in RM-F.

Menu option (3) Process Misc Disbursement is for RM use only. This is where the reimbursement is setup for payment before it is submitted to the USACE Finance Center for disbursement.

Menu option (4) View Misc Disbursement. In this option, miscellaneous disbursements that have been disbursed by UFC can be viewed.

- b. SF1164 Purchase Request - a purchase request (PRAC) must be entered in CEFMS for reimbursement. CEFMS menu options:

- Financial Management Functions (1)
- Financial Management (3)
- Requests for Goods and Services (2)
- Create Purchase Requests (PR) (1)
- SF1164 Claim for Reimbursement (7)
- SF1164 Purchase Request (1)

A purchase request must be entered for reimbursement. On the header record of the purchase request (PRAC), the requesting and issued to organization codes will default to the organization code of the user entering the information. If a user is entering the request for a user whose organization code is different, then this defaulted value can be changed to reflect that of the requestor to ensure cost is charged correctly.

At the Purchase Request Create/Update Screen 2.34, tab to the Requesting Organization block and ENTER if the defaulted organization code is correct or select from the F4 listing. Follow same step for the Organization Issued To block.

Mobile District CEFMS

Action Edit Block Field Record Query ESIG Help Window

v2.1.130 Purchase Request Create/Update Screen 2.34

SF1164 PURCHASE REQUEST

Purchase Request No: W31XNJ50704870

PMBP Project No: [Greyed Out]

Last Amendment No: 0 Queried/New Amendment No: 0 Amend Date: 11-MAR-2005

Planning Ind: [Greyed Out] Buyer Code: [Greyed Out]

Priority Code: [Greyed Out] Buyer Name: [Greyed Out]

Urgency of Need: [Greyed Out] Contract Site ID: [Greyed Out] Contract Status: [Greyed Out]

Target Obligation Date: [Greyed Out] Obligation Ref No: [Greyed Out]

Requesting Organization: K5L0DF0 GEOTECH & DAM SAFETY SEC

Organization Issued To: K5L0DF1 EXPLORATION FIELD UNIT

Department Issued To: [Greyed Out]

Agency Issued To: [Greyed Out]

Training Facility: [Greyed Out]

PR Line Items Other Misc. Purchases Government Order

View Line Item Summary View Amendment Summary Assign Dept/Agency

Prev Page Prev Next Query List Save Exit Next Page

Enter Amendment No. and press <Enter> to create/update or <F2> to enter query.

Record: 1/1

At screen 2.34.1, ENTER if the defaulted ID No for the Technical Point of Contact is correct or select from the F4 listing. Follow the same step for the Financial Point of Contact. Hit Enter from the Financial Point of Contact ID No block or click on the PR Specific Remarks box at the bottom of this screen.

Mobile District CEFMS

Action Edit Block Field Record Query ESIG Help Window

V2.1 143 Purchase Request Create/Update Screen 2.34.1

SF1164 PURCHASE REQUEST

Purchase Request No: []

Last Amendment No: [] Queried/New Amendment No: 0 Amend Date: 13-APR-2006

Technical Point of Contact	Financial Point of Contact
ID No: []	ID No: []
Name: []	Name: []
Address: []	Address: []
City: []	City: []
State: []	State: []
Country: []	Country: []
Zip: []	Zip: []
CORPSMail: []	CORPSMail: []
OFC Sym: []	OFC Sym: []
Phone: []	Phone: []

SF1164 Remarks PR Specific Remarks

Prev Page Prev Next Query List Save Exit Next Page

Enter the ID number of the technical point of contact. F4 for list.

Record: 1/1

At this screen, F4 to select appropriate Remark. Then SAVE. CEFMS will assign a Purchase Request No (i.e. W31XNJ41346337).

The screenshot shows a software window titled "Mobile District CEFMS" with a menu bar containing "Action", "Edit", "Block", "Field", "Record", "Query", "ESIG", "Help", and "Window". The main window title is "V2.1.130 Purchase Request Create/Update Screen 2.34.1".

At the top, there is a text box containing "SF1164 PURCHASE REQUEST". Below this are several input fields: "Purchase Request No:", "Last Amendment No:", "Queried/New Amendment No:", and "Amend Date:". A "Remarks" section follows, containing a list of remarks. The first remark is "SF1164 - REIMBURSEMENT FOR ALL OTHER EXPENSES".

At the bottom of the window, there is a navigation bar with buttons for "Prev Page", "Prev", "Next", "Query", "List", "Save", "Exit", and "Next Page". Below the navigation bar, a status bar displays "Press <F4> for list of Standard Remarks concerning Govt. Order Purchase Requests" and "Record: 1/1".

At screen 2.34.1, page down to enter free remarks in screen 2.34.6.

The screenshot displays the 'Mobile District CEFMS' application window. The title bar includes standard window controls. The menu bar contains 'Action', 'Edit', 'Block', 'Field', 'Record', 'Query', 'ESIG', 'Help', and 'Window'. The main window title is 'v2.1.130 Purchase Request Create/Update Screen 2.34.6'. The form content includes:

- Header: SF1164 PURCHASE REQUEST
- Purchase Request No: W31XNJ50704870
- Last Amendment No: 0
- Queried/New Amendment No: 0
- Amend Date: 11-MAR-2005
- Supplier: ACE WELDING SUPPLY, INC., 12828 N. NEBRASKA AVE., TAMPA, FL33612
- Phone: (813) 977-3384
- Items:
 - OXYGEN - IDENT NUMBER UN1072 - COST \$6.00
 - ACETYLENE - IDENT NUMBER UN1001 - COST \$12.00
- TRAVEL ORDER NO: 501560K5
- Navigation buttons: Prev Page, Prev, Next, Query, List, Save, Exit, Next Page
- Footer: Enter remarks pertaining to this purchase request. Double Click to enter or view the remark. Record: 1/5

At screen 2.34, click the PR Line Items button in the lower left hand corner.

Mobile District CEFMS

Action Edit Block Field Record Query ESIG Help Window

v2.1.130 Purchase Request Create/Update Screen 2.34

SF1164 PURCHASE REQUEST

Purchase Request No: W31XNJ50704870

PMBP Project No: []

Last Amendment No: 0 Queried/New Amendment No: 0 Amend Date: 11-MAR-2005

Planning Ind: [] Buyer Code: []

Priority Code: [] Buyer Name: []

Urgency of Need: [] Contract Site ID: [] Contract Status: []

Target Obligation Date: [] Obligation Ref No: []

Requesting Organization: K5L0DF0 GEOTECH & DAM SAFETY SEC

Organization Issued To: K5L0DF1 EXPLORATION FIELD UNIT

Department Issued To: []

Agency Issued To: []

Training Facility: []

PR Line Items Other Misc. Purchases Government Order

View Line Item Summary View Amendment Summary Assign Dept/Agency

Prev Page Prev Next Query List Save Exit Next Page

Enter Amendment No. and press <Enter> to create/update or <F2> to enter query.

Record: 1/1

At screen 2.36,
Line Item No block enter 1 then ENTER

Emp ID (SF1164) block, F4 to select employee name then ENTER twice

Ordering Work Item block, F4 to query work item then F3, ENTER three times

Deliver To ID block, F4 to select employee name then ENTER twice

The screenshot shows a software window titled "Mobile District CEFMS" with a menu bar containing "Action", "Edit", "Block", "Field", "Record", "Query", "ESIG", "Help", and "Window". The main window title is "v2.1.426 Purchase Request Line Item Create/Update Screen 2.36".

At the top, there are three input fields: "Purchase Request No:" with the value "W31XNJ61030256", "Amend No:" with the value "0", and "Amend Date:" with the value "13-APR-2006".

Below this, there are three input fields: "Line Item No:" (empty), "Emp ID (SF1164)" (with a dropdown menu), and "S&A Line Item no:" (empty).

The main form area contains several fields with dropdown menus and text boxes:

- Ordering Work Item: [dropdown]
- Line Item Description: [text box]
- Method of Accomplishment: [dropdown]
- ITIPS Number: [text box]
- (SPS) Contract Use Indicator: [dropdown]
- Required Delivery Date: [text box]
- Deliver To ID: [dropdown]
- Ofc Sym: [text box]
- Customer Pick Up?: [checkbox]
- Ship To: [text box]

At the bottom, there are three checkboxes: "Return to Menu", "View Line Item History", and "View APPMS Disapproval Remarks".

Below the checkboxes are several buttons: "Prev Page", "Prev", "Next", "Query", "List", "Save", "Exit", and "Next Page".

At the very bottom, there is a status bar with the text: "Enter the purchase request and commitment line item number or F9 to create new line item record." and "Record: 1/1 ... List of Valu..."

At screen 2.36.1,
Fund Work Item block, F4 select proper fund account and ENTER

Resource Code block, F4 select and ENTER

EOR Code block, F4 select and ENTER

Work Cat block, F4 select work cat and work cat element combination
ENTER twice

Mobile District CEFMS

Action Edit Block Field Record Query ESIG Help Window

v2.1.349 Purchase Request Line Item Create/Update Screen 2.36.1

PR No: W31XNJ43497086 Line Item: 1 Last Amend No: 0 Date: 14-DEC-2004

Fund Work Item: 1RCD7F Subsequent Period: N One Percent Ind: N

Resource Plan: 1 MDEP: NA NOT APPLICABLE

Funding Auth Rec: SAD-02-FL-1561DR Project Code: NA Location: NA

CO Item No: 1 BAAN: NA Seller Code: NA

Appropriation: 96 NA X 3125 0000 Resource Code: 0THCONSVC PRIVATE SECTOR

FSN/ALC: 96015 00008736 EOR Code: 2520 OTHER SERVICES NON-

Approp Expire Date: Work Cat: 021000 RESPONSE OPERATIONS

Fund Type: F FUNDED REIMBURSEMEN Work Cat Elem: BR400 EO-RESPONSE OPERATIO

Cat/Class/Subclass 999 REIMBURSABLE WORK Hand Rec Acct: Travel Cost Code:

Mgt Structure: 0WDEMA Cost Type: WIP WORK IN PROGRESS

PROM: NA Foreign Curr:

BLIN: NA WIR WL Code:

Cost Share Ctl No: S&A Rate Type: S&A Rate:

Planning Ind:

View Initial Source Approp Information

Return to Menu US Dollar Amount or Foreign Currency Amount

Prev Page Prev Next Query List Save Exit Next Page

Funding account should be chosen through the list screen. F4 for list

Record: 1/1

At screen 2.36.2,
Unit of Measure block, F4 select and ENTER

New block, enter Quantity if Unit of Measure is EA and ENTER, enter Unit Price and ENTER, then SAVE

Mobile District CEFMS

Action Edit Block Field Record Query E2IG Help Window

v2.1.349 Purchase Request Line Item Create/Update Screen 2.36.2

US Dollar Amount

PR No: W31XNJ43497086

Last Amendment No: 0 Amendment Date: 14-DEC-2004

PR Line Item No: 1 Description: SF1164 - REIMBURSEMENT FOR

Unit of Measure: **LS** LUMP SUM Govt. Order Type:

Funding Amt Avail for Rqst: 890547.73

Committed: 19.55

Obligation Adjustment: .00

Unobligated Amount: .00

Interest Amt: 0

	Qty	Unit Price	Amount
Previous:			19.55
New:			19.55
Increase/Decrease			

*** Enter the NEW quantity and unit price and amount for the Line Item ***

Return to Menu
 Funding Summary
 Attach DD1556
 View Unattached DD1556

Record: 1/1

- c. Approve/Certify Purchase Request – approve purchase request (PRAC).
CEFMS menu options:

- Financial Management Functions (1)
- Financial Management (3)
- Requests for Goods and Services (2)
- Create Purchase Requests (PR) (1)
- SF1164 Claim for Reimbursement (7)
- Approve/Certify Purchase Reqsts (2)

Once the PRAC has been committed, it must be approved and certified in screen 2.35.01 . The Approver should review supporting documentation prior to approving the reimbursement request. The PRAC can be approved and certified by the originating office or the PRAC can be approved by the originating office and certified by RM-F. If certification is done by the originating office, the employee certifying the PRAC must have attended Fiscal Law class.

Mobile District CEFMS

Action Edit Block Field Record Query ESIG Help Window

v2.1.177 Purchase Request Approval/Certification Screen 2.35.01

Purchase Request No: **W31XWJ51158831** Amendment No: **0**

Period: **200505** Originator Name: _____

Origination Date: **25-APR-2005** Planning Indicator:

Release Date: **21-MAY-2005** Foreign Currency Line Items?

Technical Appr. Date APPMS Appr. Date

Tech. Appr. Required? APPMS Appr. Required?

Requested PR Amount: **30.80** Requested Amend Amt: **30.80**

PR Amount (FC): **.00** Amend Amt (FC): **.00**

Approval Date: _____ Approver Name: _____

Have Appropriation Time and Purpose Requirements been met?

Certification Date: _____ Certifier Name: _____

Certification Ind:

SF1164 Appr/Cert. Outstanding: **9**

Purchase Request Commitment Funding Account Misc Purchases

Amendments Tech Approval View Line Item Summary Remarks

Prev Page Prev Next Query List Save Exit Next Page

Press <F2> then enter the Purchase Request or press <F4> to choose from list, and then TAB / ENTER through...

Record: 1/1

After approval and/or certification of PRAC, forward copy of PRAC and original receipts to RM-F. USACE MOBILE, CESAM RM-F, P O Box 2288, Mobile, AL 36628-0001. For reimbursements where no receipt is available, a memo must be provided to the approver specifying the person receiving reimbursement stating the amount and reason for reimbursement to include the reason why a receipt is not available for review.

- d. Process Miscellaneous Disbursement – for Resource Management use only. The Certifier must have SF1164_AUTH role. Process certification of miscellaneous disbursements in screen 7.20. By certifying payment, the certifier has verified that it is correct and proper. Supporting documentation must be forwarded to the USACE Finance Center on UFC-DISB6 transmittal form available at the UFC website www.fc.usace.army.mil under Publications. Transmittals should be individually numbered, starting with 0001, and include all requested information. Receipts should be annotated with the CEFMS SF1164 Purchase Request number and the Miscellaneous Disbursement number generated from CEFMS. CEFMS menu options:

- Financial Management Functions (1)
- Financial Management (3)
- Requests for Goods and Services (2)
- Create Purchase Requests (PR) (1)
- SF1164 Claim for Reimbursement (7)
- Process Misc Disbursements (3)

At the Miscellaneous Disbursement Voucher Screen 7.20,
Misc Disb Type block, F4 select SF1164 Reimbursement For Misc Expense,
ENTER

Id block, F4 to select employee name then ENTER three times

Amt Disbursed block, enter amount of reimbursement

Remarks block, enter remarks then SAVE

Mobile District CEFMS

Action Edit Block Field Record Query ESIG Help Window

v2.1.43 Miscellaneous Disbursement Voucher Screen 7.20

Misc Disb Type: Misc Disb No:

Lost Check: Advance Acct: Period: 200505

Id:

Seq: Pmt Method: Debt Class:

Payee:

SAACOHS Site:

Prac: Approp: Currency:

Line: Acct Bal:

Desc: Amt Disbursed:

Creator: Date:

Certifier: Date:

Remarks:

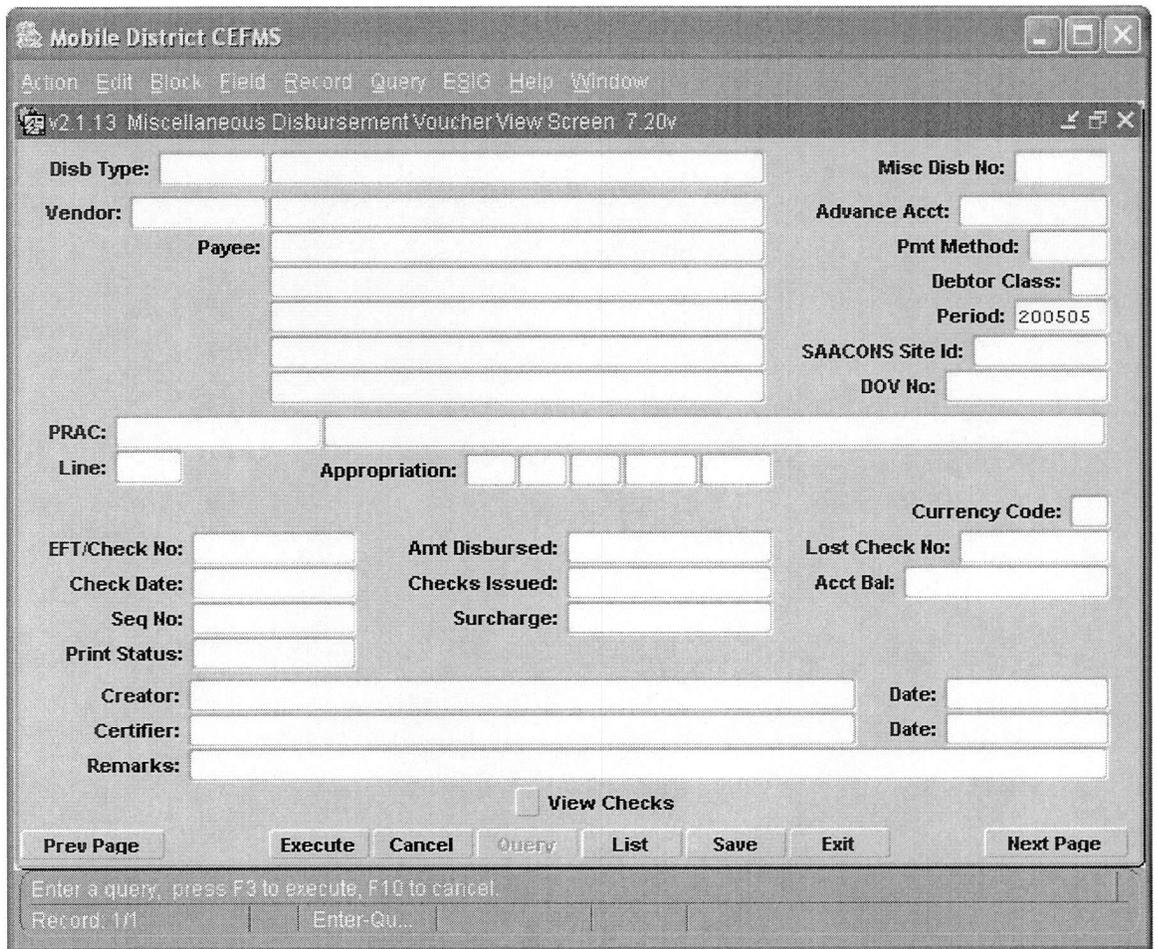
Prev Page Prev Next Query List Save Exit Next Page

Enter the miscellaneous disbursement type, or press F4 for list.

Record: 1/1 ... List of Valu...

- e. View MISC Disbursements – miscellaneous disbursements that have been disbursed by UFC can be viewed in screen 7.20v. CEFMS menu options:

- Financial Management Functions (1)
- Financial Management (3)
- Requests for Goods and Services (2)
- Create Purchase Requests (PR) (1)
- SF1164 Claim for Reimbursement (7)
- Process Misc Disbursements (4)



Mobile District CEFMS

Action Edit Block Field Record Query E3IG Help Window

v2.1.13 Miscellaneous Disbursement Voucher View Screen 7.20v

Disb Type: Misc Disb No:

Vendor: Advance Acct:

Payee: Pmt Method:

Debtor Class:

Period: 200505

SAACONS Site Id:

DOV No:

PRAC:

Line: Appropriation:

Currency Code:

EFT/Check No: Amt Disbursed: Lost Check No:

Check Date: Checks Issued: Acct Bal:

Seq No: Surcharge:

Print Status:

Creator: Date:

Certifier: Date:

Remarks:

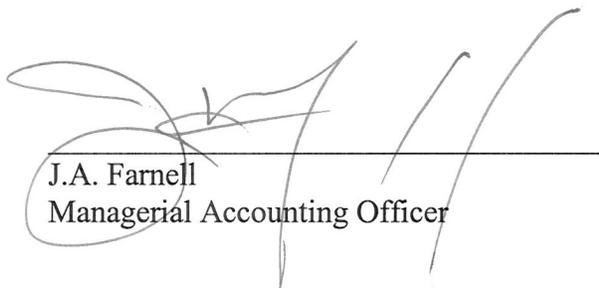
View Checks

Prev Page Execute Cancel Query List Save Exit Next Page

Enter a query, press F3 to execute, F10 to cancel.

Record: 1/1 Enter-Qu...

- f. Retention of Financial Documents – The local FAO is responsible for insuring SF1164 documents are retained in accordance with the new environmental classification standards (EPA/Superfund). The original documents will be kept by the District and copies forwarded to UFC for processing. The original documents have a retention period of 30 years and will be retired using file classification 37-2-10r.



J.A. Farnell
Managerial Accounting Officer