

CHAPTER 5, SECTION G

G. ★ FOREIGN MILITARY SALES (FMS).

1. TASK - Processing Interfaces from SAMIS.

a. OPLOC:

(1) After the 4th workday process is complete, the FMS Reconciliation Listing PCN: SH069-F13 must be run, (reference AFM 177-370, paragraph 66-8). Notify the Systems Administration Division of processing requirements.

(2) Ensure the 4th and 26th SAMIS data sets are processed by NBQE20 batch utility in HO69. See Section C - Reimbursable Accounting Procedure of AFM 177-27.

(3) Create new addresses as required and reprocess rejects.

b. FSO:

No change required.

c. ANG/Rome Lab:

Same as FSO.

2. TASK - Processing FMS Manual Delivery Reporting Transactions

Introduction: Delivery reporting ensures that U S Government material and services sold to foreign countries are fully reimbursed. Each OPLOC will have to develop unique procedures based on the base-level activities that will fall under their support. For example, an OPLOC may support a combination of logistic centers, product centers and other miscellaneous activities.

Product Center Deliveries.

The Systems Program Office (SPO) at product centers such as Eglin (AFDTC), Los Angeles (SSD), Wright-Patterson (ASC) and Hanscom (ESC) use sources such as Project Orders, contractor DD Form 250, JOCAS bills, etc. to develop FMS cost statements. The cost statements act as supporting documentation for physical delivery transactions, which are reported in the Delivery Reports, DD-COMP(M)1517 to DFAS-DE/I. See DFAS-DE 7070.3-R and the CMCS DLV Users Manual. A brief outline of the delivery process performed by ASC/FMBF is as follows:

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a. OPLOC:

Monitor and audit the delivery reporting process.

b. FSO: (Budget)

(1) Delivery data is obtained from the SPOs cost statements:

(a) SPO gathers data from sources and prepares cost statement.

(a) Direct case travel expenses obtained from the local FSO.

(b) Direct case manpower expenses from the SPOs submitted on the monthly cost statements.

(c) Accelerated case closure unliquidated obligation (ULO) amounts are obtained from cost statements, which provides a basis for the ULO amount. The ULO is delivery reported along with the associated Contract Administrative Services (CAS).

(2) Budget processes delivery reporting transaction.

NOTE: SAMIS is not used to make delivery reporting at this time.

(a) Validate the cost statements before making delivery report.

(b) Enter data on AF Form 1530.

(c) Process data into CMCS via the DLVUP01 screen.

(d) Run DLVRW02 report in CMCS to audit/proof the data delivery reported.

(e) Use a DLVUP01 screen in CMCS to make corrections, if required.

c. ANG/Rome Lab:

Not applicable.

Logistic Center Deliveries.

The bulk of the delivery process is automatically processed at ALCs in SAMIS. Exception transactions not automatically processed are described below. Additional details of the delivery reporting process can be found in AFM 177-27, Chapter 2. The following

describes the delivery tasks at Hill and San Antonio AFB DAOs. The process may vary at other DAOs.

d. OPLOC:

(1) Service Deliveries: The first type of deliveries that will be described are those that originate from service transactions.

(2) Salaries: This includes salaries from the Technical Coordination Group (TCG), dedicated personnel, Component Improvement Program (CIP) and Weapon System Logistic Officer (WSLO). See AFM 177-27, Chapter 2, Delivery Reporting Process and SAMIS Users Manual, AFM 400-178.

(a) Receive cover letters from the program officer or program managers identifying the civilian and military salary costs for the above functional areas by country, case and line.

(b) Verify the grade and step of the employees on the cover letter against the civilian pay payroll listing.

(c) Obtain custom commitment numbers from SAMIS, 168 screen.

(d) Create pseudo document numbers if not available from 3 above.

(e) Record delivery transaction into SAMIS 314L screen. While in this screen, record acceleration factors, including retirement, other fringe benefits, leave and holiday and overtime.

(f) Audit and make corrections to SAMIS delivery input the following day for correct amounts by country, case and line.

(g) File all documentation in case files.

(3) Travel: This includes travel for the Technical Coordination Group (TCG), dedicated personnel, Component Improvement Program (CIP) and Weapon System Logistic Officer (WSLO). See AFM 177-27, Chapter 2 Delivery Reporting Process.

(a) Receive source documents such as travel vouchers or a HO69 retrieval.

(b) Obtain custom commit number from SAMIS via SAMIS 168 screen.

(c) Create pseudo document numbers if not available from the previous step.

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(d) Record travel delivery transaction in SAMIS 314S, option T screen.

(e) Audit and make corrections to SAMIS delivery input the following day for correct amounts by country, case and line.

(f) File all documentation in case files.

(4) Direct Cite Payments for Service Contracts:

(a) Receive source documents:

1 CPAS H103.2T1, Fund Code 4F Service Type Contract Identification Table.

2 CPAS H103.2T2, Fund Code 4F Service Type Disbursements by Contact Number.

3 CPAS SF1034 Public Voucher for Purchase and Services, Other than Personal.

(b) Follow the same procedure as for Travel, steps 2 through 6, except using SAMIS screen 314S, options K and L.

(5) Depot Maintenance Business Area (DMBA):

(a) Receive worksheets from Cost Accounting Branch. There will be separate worksheets for Organic and Contractual maintenance. See AFM 177-27, Attachment 24 for examples.

(b) Follow the same procedure as for Travel, steps 2 through 6, except using SAMIS screen 314D. Include cost categories as shown on the worksheet.

(6) Billings from other agencies for personal services:

(a) Receive SF 1080 billings from other agencies, such as fuels, cataloging, lab services, printing and stock fund issues.

(b) Follow the same procedures as Travel, steps 2 through 6, except using SAMIS screen 314S, option Q.

(7) Billings from product directorates for Air Force O&M support for printing, office supplies and space, utilities, postage, interest penalty payments, Precision Measurement Equipment Laboratory (PMEL) and tech data.

(a) Receive transmittal letters for billing costs for these costs.

(b) Follow the same procedures as Travel, steps 2 through 6, except using SAMIS screen 314S, option R.

(8) Billing for F Condition Assets, Unauthorized Return for Material Repair Requirements List (MRRL) transportation charges.

(a) Receive letter from Air Force FMS Policy and Procedures Branch (FMII)

(b) Verify price in SAMIS 283 screen.

(c) Compute transportation charges IAW DoDFMR 7000.14-R, Volume 15, Table 705-1.

(d) Input delivery into SAMIS screen NXF.

(e) Verify on NXI SAMIS screen.

(f) Make corrections on the NXF SAMIS screen.

(9) Diversions of Shipments between countries:

(a) Receive DSAA letter authorizing the diversion.

(b) Process a SF 1080 to reimburse appropriate country direct cite funds with Air Force or other countries funds.

(c) Process delivery reports with document number suffix code "X".

(d) Audit and make corrections as necessary.

(e) File documentation in case file.

(10) Materiel Deliveries:

(a) Materiel deliveries other than principal items, kits and engines. SAMIS will automatically deliver report when the requirement line, the financial inventory accounting line and the shipment lines match. If there is a mismatch, these transactions will appear in the Cumulative Suspense Report, Shipped Not Billed Report, Estimated Contractor Deliveries and Contractor Shipment Suspense reports. These reports include both direct cite and reimbursable sales.

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1 Receive SAMIS variance listings.

2 Identify where the mismatches or missing transactions occur on these products using SAMIS, LAN, CPAS or procurement query screens 165D, 205, 283, 306, 308 , DO35A, DO35R, DO35J, DO43, H103 and JO41.

3 Contact the appropriate personnel to take corrective action.

(b) Manually correct the problem and report transportation and discount charges in SAMIS where appropriate.

(c) Audit the input the following day via SAMIS Connect.

(d) File documentation in the appropriate case file.

(11) Delivery Reporting of Major or Principal Investment Items. See paragraph 2-34 of AFM 177-27.

(a) Receive SAMIS Cumulative Suspense Report List.

(b) Extract and print suspended transactions from SAMIS screen 315I.

(c) Forward cover sheet and listing to appropriate item manager for proper coding.

(d) Receive listing with corrected codes from item manager.

(e) Enter corrected data into the SAMIS 315F screen to clear and release delivery.

(f) Audit the following day and file in case folder.

(12) Delivery of Time Compliance Tech Order (TCTO) Kits. These kits are either organic or contractual. The organic will appear on the Non-Stock Listed Deliveries, Part 1 of the HJH variance and the contractual will appear on Part 4 of this list.

(a) Receive above list.

(b) Extract and print the suspended transactions from SAMIS screen 306 for the organic and screen 304 for the contractual suspended kits.

(c) Prepare a cover sheet and forward with listing to item managers.

- (d) Receive computed cost formats from the item manager.
- (e) Enter corrections into SAMIS via 306, 308 and 314M screens.
- (f) Audit the following day and file in the case folder.

(13) Controlled Exceptions (CEX): CEX are ship status, contractor shipment and FIA records that have failed SAMIS edits.

(a) Perform procedures in Section J of AFM 177-27 to resolve the problems with edits.

(b) Print outstanding errors from the SAMIS 138B screen daily.

(c) Research and enter corrections in the FCEX screen of SAMIS.

(14) Special Defense Acquisition Fund (SDAF) IAW DoDFMR 7000.14-R, Volume 15, chapter 7.

(a) Receive SDAF delivery information from ALC SDAF representative.

(b) Process SDAF delivery into SAMIS using the 314M or 314Q screen.

(c) Review delivery SAMIS Detailed Delivery History Listing (1517).

(15) Delivery Reporting of Country Standard Item Support (CSIS) Contracts. These are contractor entered DD 250 shipments, which are entered into SAMIS. These items are not in the local system, because they are not to be shipped by the ALC.

(a) Receive the DD Form 250, Material Inspection and Receiving Report.

(a) Record into the SAMIS 306 screen.

(b) File DD Form 250 in case file.

e. FSO:

No action required.

f. ANG/Rome Lab:

Not applicable.

3. TASK - Preparation of Journal Voucher for General Funds General Ledger.

The delivery reporting branch prepares a monthly OF1017G, Journal Voucher (JV) for recording and reporting sales and receivables data for investment items sold to the FMS Trust Fund and Grant Aid. The sales of materiel and services are recorded at the ALC and the accounts receivable is transferred to the Dayton OPLOC. Reference AFM 177-27, paragraph 3-5.

g. OPLOC:

(1) Receive month-end listings of investment sales from SAMIS and FIABS of the Business Funds Branch.

(2) Prepare JV IAW the above reference.

(3) Forward copies to HQ AFMC/FMB and the Financial Statements and Reports Branch for posting to the GFGL.

(4) File copies of JV for reference.

h. FSO:

No action required.

i. ANG/Rome Lab:

No action required.

4. TASK - Financial Adjustments on Report of Discrepancy (RODS).

FMS customers file discrepancy reports to get credit for shortages, overages, non-receipt and damaged items, etc. RODS are received by AFSAC/ROD, who determines the ALC responsible and forwards the SF364 to the Air Force FMS Policies and Procedures Branch (FMII). Reference AFM 177-27, Section C.

j. OPLOC:

(1) Receive financial adjustment request from FMII.

(2) Review the request and make corrections to deliveries if required and process into SAMIS screens 314V and 314R.

(3) Prepare a SF1080, Voucher for Transfers Between Appropriations and Funds, to credit the proper appropriation or fund.

(4) Input credit into SAMIS using the 314S screen, option Q.

(5) Forward original SF1080 to the Vendor Pay Branch.

(6) Forward copy of all documents to FMII, who finalized the ROD.

(7) File copy in case folder.

k. FSO:

No action required.

l. ANG/Rome Lab:

No action required.

5. TASK - FMS F-5 Pre and Post Sale (PAPS) Funds.

PAPS funds provide for continued support services for FMS F-5 customers. PAPS funds are deposited in Fund Code 4X at San Antonio OPLOC under CCL YY-YYY-001 and 002 and pay vendors for various services.

m. OPLOC:

(1) Compute current month net change in disbursements for FC 4X in the Allotment Ledger.

(2) Report the net disbursements in SAMIS screen 314S.

(3) File copy in case folder.

n. FSO:

No action required.

o. ANG/Rome Lab:

No action required.

6. TASK - Case Managers Requests for Correction of Deliveries on Active Cases.

p. OPLOC:

(1) Receive SAMIS Connect Messages from case managers questioning delivery transactions previously reported.

(2) Research delivery in SAMIS, Item Manager System (DO35), the Procurement System (JO41) and other case file documentation.

(3) Correct any errors found in the SAMIS system, if any.

(4) Notify case manager of the action taken to correct the delivery, if applicable. If no action is required, the case manager is informed accordingly.

q. FSO:

No action required.

r. ANG/Rome Lab:

No action required.

7. *TASK - Reconciliation on FMS Cases Prior to Case Closure.

INTRODUCTION:

*The FMS case reconciliation function is a special tasking directed by the DoD FMS Financial Management Improvement group prior to case closure.

The goal of reconciliation is to balance OA, obligations, expenditures, deliveries, at country, case and line level.

Workload at the OPLOC is controlled directly by the Dayton OPLOC. Requests for reconciliation are forwarded to Dayton OPLOC by AFSAC case/country manager via AFSAC/XMP. Reference Dayton OPLOC report requirements.

*Dayton OPLOC determines whether the reconciliation must be performed at the OPLOC and forwards the case to the appropriate OPLOC(s). After the OPLOC reconciles the case as far as possible within the time constraints, it is returned to Dayton OPLOC. Thereafter, the Dayton OPLOC forwards the case file back to the Case Country Manager at AFSAC/XMP for closure.

Reconciliation is performed at ELIN level to CLIN level and obligations and expenditures are recorded in CPAS and MOCAS at ACRN level.

a. OPLOC:

(1) Dayton OPLOC directed reconciliation is at document number or ELIN level:

(a) Systems that are used in this reconciliation are:

- 1 CPAS. Reconcile OA, obligations and expenditures.
- 2 H069 Travel. Reconcile OA, obligations and expenditures.
- 3 SAMIS. Reconcile delivery reporting.
- 4 Utilize CCR program in CMCS.

(b) The order of priorities are assigned by Dayton OPLOC:

- 1 Work stoppage.
- 2 ACC All lines ready for closure.
- 3 ACC All lines not ready for closure.
- 4 Non participating ACC countries.
- 5 Other Active cases.

(c) The order of status and control of country/case/line are assigned by the responsible OPLOC.

- 1 Awaiting contracts.
- 2 Awaiting action of another office.
- 3 In office research.
- 4 Not assigned.
- 5 Completed.

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(d) Reconciliation of 4E reimbursable:

1 Review and compare CMCS budget, H069/BQ and CPAS data, as applicable by country, case and line.

2 SMAs make corrections.

(e) Reconciliation of 4F Direct Cite:

1 The four listed methods of reconciliation apply to travel, service and materiel cases (reference paragraphs 3, 4, and 5 respectively).

a Manually using ALC reconciliation sheet. Objective: SAMIS = H103 plus H069.

b Local dBase III program. Objective same.

c CCR program in CMCS. Objectives:

1 J041 = AMIS

2 J041 plus AMIS = SAMIS

3 AMIS = H103

d CCR at Tinker AFB in CMCS.

NOTE: Methods a and b apply to all OPLOCs. Methods c and d apply only to San Bernardino OPLOC and Omaha OPLOC.

2 Assembly of all pertinent documents when beginning reconciliation process (applies to Travel, Service, and Materiel cases.)

a Receive request from Dayton OPLOC using SAMIS connect.

b Obtain the following from CPAS using data query:

1 List of contracts by obligation.

2 List of contracts by expenditure.

3 List of Unliquidated obligations by accounting classification.

c Obtain Travel obligations and expenditures using Selective Transaction History, HO69.

d Obtain 184C direct cite (4F) deliveries by OPLOC using 184C hard copy from SAMIS and 184C downloaded from SAMIS via KERMIT.

e Obtain the following from OPLOC files:

1 Closed contract review worksheet.

2 Open contracts.

3 Contracts in storage:

a Identify storage location.

b Request contract from storage.

4 Closed contracts not sent to storage:

a Identify storage location.

b Request contract from storage.

5 Using this information, compare obligation balances with Dayton OPLOC and note difference

f Update log with contract status.

g Print copy of closed contract list using H103 microfiche.

h Obtain copy of all travel vouchers.

i Obtain copy of AF Form 616 if WSLO case.

3 Reconciliation of Travel Cases:

a Travel Branch provides copies of TDY vouchers for FMS:

1 Settlement vouchers.

2 TR Billings.

3 Amendments.

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- 4 H069 Travel retrieval.
- b Verify that all travel vouchers were properly input to H069/BQ or CPAS.
- c Corrections:
 - 1 Notify Travel Branch of necessary corrections to be made.
 - 2 Monitor HO69 BQ to insure corrections were made.
 - 3 Advise Travel Branch if error in correction or correction not processed.
- d Verify that OA is in line with obligations and monitor HO69 to insure corrections were input.
- e Verify that all deliveries on SAMIS 184C agree with delivered value provided by Dayton OPLOC.
- f Verify that all expenditures on original travel vouchers were properly delivery reported in SAMIS.
- g Make delivery corrections in SAMIS using 314S screen:
 - 1 Obtain custom commitment number using SAMIS 168 screen.
 - 2 Create pseudo document number and maintain log if there is no custom commitment document number.
 - 3 Obtain audit on the report next day using from SAMIS connect.
 - 4 Verify correction is properly made. If not, correct in SAMIS.
- h Compare all financial totals in SAMIS, CMCS, BQ, CPAS, etc.
- i Make any necessary corrections. See 3c, d, g, above.
- j Return completed reconciliation to Dayton OPLOC.

k File all documentation in reconciliation file folder and return contracts to respective SMAs.

NOTE: This applies to 3b, CPAS only: Travel transactions were in the H057 system prior to September 1987 and were journal vouchered into H069 BQ system in September 1987. At one time all travel vouchers were coded 'C'. This transfer affected only those coded 'T' thus leaving some old travel transactions in what is now the CPAS system. These cannot be corrected and must be taken into consideration when reconciling travel cases.

4 Reconciliation of Service Cases:

a Vendor Pay obligation management provides funding sources of FMS contracts.

b Verify that all obligations were properly input into CPAS. Compare contract to CPAS at DOC # level.

c Verify that OA is in line with obligations. Monitor CPAS to insure corrections were input.

d Verify that all expenditures were properly input into CPAS. Compare contract to CPAS.

e Advise vendor pay branch of all corrections to be input to CPAS by vendor pay branch.

f Monitor CPAS to insure corrections were input and advise Vendor Pay branch if error in correction or correction not processed.

g Use process in Travel, para 3h - 3k, above.

h If discounts apply, use procedures in para 4a - 4f, above.

5 Reconciliation of Materiel Cases:

a Verify that all obligations were properly input into CPAS by comparing contract folder to CPAS by DOC # level or ELIN level.

1 Procurement Contract:

Research basic and all amendments on the contract to CPAS obligations.

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- 2 Provisioning Contract:
 - a Research basic and all amendments on the contract to CPAS obligations.
 - b Research all A MODS (Firm Price) and compare totals to CPAS obligations
- 3 Blanket contracts:
 - a Original PR and contract have no dollars, only set-up requirements.
 - b Basic contract is received with no accounting classification information.
 - c Call orders are issued as materiel is required. Accounting classification information as DOC # level is found on these. They are received as separate contract.
- 4 Local Purchase Contracts:

Used to procure materiel locally. They are processed through procurement.
- 5 MIPRs:
 - a Check backup for DOC # level detail.
 - b Work Cat I and II MIPRs together.
- 6 Foreign Currency Contracts:
 - a Contracts are obligated using current currency rates.
 - b Vouchers are expended using current currency rates which may differ from obligated rates.
 - c Take adjustments into account when validating obligations.
- 7 MICAPS (Commitment Obligation):
 - a Review documents.

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NOTE 1. Provisioning Contracts. The initial spare cases for F16 purchases were obligated on provisioning contracts that ran for years. The accounting copy on most of these contracts no longer have the attached copies of the revisions that definitize the contracts at ELIN level. Hill AFB is currently using Procurement's copy of these contracts.

NOTE 2. 184 totals provided by SAMIS are not always correct. Some older deliveries may be identified as 4F but a systems error does not include them in the total, i.e., if the CCL was established under EG-SNA-SNG for that DOC # and a delivery was processed using EG-SNA-SDP using the same DOC #, not all deliveries will show in the 184 total.

NOTE 3. SAMIS 184 totals may not agree to the detail due to changes in reporting of these cases prior to 1983, as explained below:

1. Sort logic for direct cite (4F) and reimbursable totals:
 - a. If the first position of stock number is 'W', the value is added to reimbursable totals.
 - b. If delivery source code is '54' or '51', delivered value is added to direct cite totals.
 - c. If fund code is '4F' and first position of stock number is 'W' and delivery source code is '54' or '51', the delivered value is added to reimbursable totals.
 - d. If the first position of stock number in 'R' and fund code is '4F' and date-processed-SAMIS is less than or equal to 83272 (October 1, 1983), the delivered value is added to reimbursable totals; otherwise add to direct cite value.
2. Any case implemented prior to 1983 has several major problems in the delivery area.
 - a. Prior to 1979, an FMS case could only be direct cite or reimbursable. In 1979 an FMS case could be direct cite and reimbursable.

EXAMPLE: If a case was coded '7' (direct cite) but a reimbursable delivery was input it spread as direct cite. 'Accounting Adjustments' were made between 2750th and on the command pay from the Security Assistance Accounting Center (SAAC). If the case were open today, and a 184 was pulled, the 184 would reflect reimbursable when actually it was a direct cite.

- b. Prior to implementation of the administrative '4A' ROD account, all RODs were reported with a '4F' fund code. When the '4A' fund code was implemented in 1983, at the request of HQ AFLC, a bulk move was made on RODS. HO51 moved the dollar value of

all RODs from '4F' to '4A'. No one took into account (or they couldn't identify) the fact that there were some valid '4F' RODS. Based on this requirement, the 184 program looks for RODs with a '4F' fund code and date prior to the mass change (83273) and reports it as reimbursable. If we keyed on '4F' then we would be reporting RODs incorrectly as direct cite.

If you have a problem reconciling a case, look for a '4F' ROD with a process date prior to 83273.

b. FSO:

No action.

c. ANG/Rome Lab:

No action required.

8. TASK - ULO Verification of Accelerated Case Closure (ACC).

a. OPLOC:

(1) Dayton OPLOC will issue a request for ULO verification to OPLOCs via SAMIS connect.

(2) OPLOCs verify ULO amount at Vendor Pay branch.

(3) OPLOCs return verification to Dayton OPLOC.

b. FSO:

No action.

c. ANG/Rome Lab:

No action required.

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CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NUMBER: CZ-100		
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER:		
RECEIVING OFFICE	ACTIVITY (Name and location) BASE FUELS MANAGEMENT OFFICER, MAXWELL AFB, AL.			
	RECEIVED AND FORWARDED BY (Printed name, title, and signature) James T. Kirk, Capt., USAF Base Fuels Officer			DATE 10 Oct 1991
DISBURSING OFFICE	ACTIVITY (Name and location)			
	DISBURSING OFFICER (Printed name, title, and signature) R. Hamlet, TSgt., USAF Disbursing Agent Maxwell AFB, AL., Gunter Annex		DISBURSING STATION SYMBOL NUMBER: 5042	
PERIOD: FROM 10 Oct 1991 TO 10 Oct 1991				
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
10/10 91	1. Name and Address of Pilot and Company 2. Description of aircraft	1. Type of Fuel 2. Qty 3. Applicable accessorial and administrative charges and excise taxes. See AFR 144-9	\$2,492.01	Use the following accounting classifications: 1. Standard price of fuel-97X4930, FC01 C99 (local ADSN) 2. Accessorial and administrative charges-57*3400 30* 6306 C93 251260 07 392 504300 (* = FY) 3. Federal excise tax-57F0152.0001 5043400
TOTAL			\$2,492.01	

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Figure 5-1. Cash Collection Voucher.

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