

(2) SF 1166 OCR (Optical Character Recognition—Readable Format), Voucher and Schedule of Payments (Original) (white paper).

(3) SF 1166-A OCR, Voucher and Schedule of Payments (Memorandum) (yellow paper).

(4) SF 1166-EDP (Electronic Data Processing), Voucher and Schedule of Payments (Computer-generated).

(5) SF 1167 OCR, Voucher and Schedule of Payments (Continuation Sheet) (Original) (white paper).

(6) SF 1167-A OCR, Voucher and Schedule of Payments (Continuation Sheet) (Memorandum) (yellow paper).

(7) SF 1186, Transmittal for Transportation Schedules and Related Basic Documents.

(b) The procedures prescribed for preparation of SF 1166 OCR, Voucher and Schedule of Payments (voucher-schedule), are applicable to all Federal agencies using the disbursing facilities of the Department of the Treasury. The procedures prescribed for the use of SF 1166 OCR apply also to SF 1166-A OCR, SF 1167 OCR, and SF 1167-A OCR.

(c) The procedures prescribed for SF 1186, Transmittal of Transportation Schedules and Related Basic Documents, are applicable to all Federal agencies required to send their transportation accounts to GSA for audit.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

[42 FR 36672, July 15, 1977, as amended at 48 FR 27726, June 17, 1983; 52 FR 12169, Apr. 15, 1987]

**§ 101-41.803 Scheduling procedures.**

(a) Agency shall prepare a voucher-schedule (SF 1166 OCR) for all basic vouchers covering transportation services furnished for the account of the United States submitted by carriers in accordance with §§ 101-41.214 and 101-41.310 of this part. Transportation vouchers (SF 1113) shall be listed separately from all other types of payment vouchers. All information required for check issuance purposes must be included on the SF 1166 OCR. After certification by the authorized certifying officer, the voucher-schedule shall be transmitted to the appropriate disbursing office. The transportation vouchers shall be retained by the agency for later transmittal to GSA (FWAA/C) in

accordance with § 101-41.807 of this subpart.

(b) The tear-off slips from the related basic SF 1113 must also be sent to the disbursing office for forwarding to the carrier-payees with the payment checks. However, agencies submitting payment data on magnetic tape to a Department of the Treasury disbursing facility may arrange with that facility for the preparation of enclosures (TFS Form 3039, Notice to Check Recipient), bearing all information shown on the tear-off slips, which must be sent to the carrier-payee with the payment checks instead of the tear-off slips.

(c) Paid amounts must be clearly identified against individual carrier bills. Each carrier bill number and related payment amount for transportation charges and payment amount for interest, if any, for that bill number must be included in each check issue entry if the agency certifies on SF 1166 OCR, or it must be included as magnetic tape payment data if the agency certifies on SF 1166-EDP.

[52 FR 12170, Apr. 15, 1987]

**§ 101-41.803-1 Classification of basic transportation vouchers for purposes of separate scheduling.**

(a) Basic transportation vouchers shall be sorted into three general classifications for separate listing on SF 1166 OCR:

(1) Vouchers for charges payable in U.S. currency;

(2) Vouchers for charges payable in foreign currency; and

(3) “No-check” vouchers requiring no accounting transaction by the disbursing or accounting office.

(b) Vouchers covering charges for intracity transit services; for local storage, drayage, and hauling services; or for small shipments not procured with GBL’s as specified in § 101-41.304 shall not be handled as transportation vouchers but shall be listed on voucher-schedules covering payments for other than transportation charges. The terms “intracity” and “local” refer to services which are performed entirely within municipalities or contiguous commercial zones thereof and are not

part of, or incident to, any arrangement for past or further transportation beyond the confines of these localities.

[42 FR 36672, July 15, 1977, as amended at 52 FR 12170, Apr. 15, 1987]

**§ 101-41.804 Preparation of SF 1166 OCR, voucher and schedule of payments.**

**§ 101-41.804-1 Assignment of schedule numbers.**

Each SF 1166 OCR covering transportation vouchers shall be assigned a schedule number prefixed by the letter "T" and taken from a series of numbers running consecutively for each fiscal year. The "T" numbers assigned to transportation voucher-schedules shall be taken from a series of numbers separate from the series assigned to voucher-schedules covering nontransportation charges.

[52 FR 12170, Apr. 15, 1987]

**§ 101-41.804-2 Listing of items on SF 1166 OCR.**

Each basic voucher shall be listed on a voucher-schedule with all information required for check issuance purposes, and paid amounts must be clearly identified against individual carrier bills (see § 101-41.803 (a) and (c)). The maximum practical number of check issue entries, consistent with normal spacing requirements, shall be listed on each voucher-schedule page.

[52 FR 12170, Apr. 15, 1987]

**§ 101-41.804-3 Combining payments due a single payee.**

If the amounts of two or more basic transportation vouchers due one payee can be combined in one check, the individual amounts shall be added and shown as one amount on the voucher-schedule, but the individual bureau voucher numbers (or schedule numbers individually identified by letter or number suffixes) must be listed separately in the voucher number column of the voucher-schedule. When the amounts of basic vouchers are combined into a single payment, an adding machine tape or facesheet listing the individual amounts shall be attached to the related group of basic vouchers.

**§ 101-41.804-4 Name and address space.**

Generally, the disbursing office draws checks only from information recorded on the SF 1166 OCR. Thus, except as provided in § 101-41.805, the information shown in the name and address column shall be complete (including ZIP codes) but shall be restricted to the information to be shown on the face of the check. Long addresses shall be avoided unless necessary for postal identification. The format and State abbreviations developed by the U.S. Postal Service for addressing envelopes shall be used.

[52 FR 12170, Apr. 15, 1987]

**§ 101-41.804-5 Amount column.**

The amount for which the check is to be drawn shall be imprinted in the amount column on the same line as the payee's name. The total of the amount column on the SF 1166 OCR must include all items listed on the continuation sheets and must agree with the aggregate of amounts classified by appropriation or fund in the appropriation summary block.

[52 FR 12170, Apr. 15, 1987]

**§ 101-41.804-6 Appropriation summary block.**

In the summary block of the voucher-schedule, the total amount chargeable to each appropriation or fund shall be shown on the same line as the fund account symbol. A breakdown beyond the basic appropriation generally need not be shown. However, if required for administrative purposes, it shall be shown in the summary block as in the following example:

7563901 .....	\$1,020.00
(.001—\$582.00)	
(.002—\$438.00)	
7560271 .....	250.00
7560262 .....	400.00
Total .....	\$1,670.00

**§ 101-41.805 Scheduling specific types of transportation vouchers.**

**§ 101-41.805-1 No-check vouchers.**

Basic transportation vouchers for which no checks are to be issued to the voucher-payee shall be assigned bureau voucher numbers and scheduled as follows: