

## Federal Property Management Regulations

## § 101-41.807-2

Settlement, issued by GSA are outlined in § 101-41.605-2. In scheduling such certificates for payment, the original and the claimant's notice copy of the certificate of settlement shall be forwarded with the voucher-schedule to the disbursing office. After return of the original voucher-schedule by the disbursing office, the agency shall attach to it a copy of the related certificate of settlement.

### **§ 101-41.806 Processing of SF 1166 OCR.**

#### **§ 101-41.806-1 Makeup and initial distribution of forms.**

Agencies shall prepare an original SF 1166 OCR and at least two copies of the SF 1166-A OCR. The original and two copies shall be forwarded to the appropriate disbursing office for payment processing.

[52 FR 12170, Apr. 15, 1987]

#### **§ 101-41.806-2 Information to be furnished by the disbursing office.**

The disbursing office (D.O.) shall clearly imprint within the PAID By block the word "Paid"; the month, day, and year of payment; and the D.O. (station) symbol number. The disbursing office shall also list in the appropriate column opposite each payee's name the serial numbers of any checks issued in payment of the voucher.

[52 FR 12171, Apr. 15, 1987]

#### **§ 101-41.806-3 Disposition of forms after payment.**

The disbursing office shall forward the payment check to the carrier-payee with pertinent tear-off slips (or Notice to Check Recipient, TFS Form 3039 bearing all information shown on the tear-off slips), return two copies of the voucher-schedule to the issuing agency, and retain the original voucher-schedule to support its statements of accountability. If neither a tear-off slip nor a Notice to Check Recipient is provided, the carrier's bill number and related payment amount for transportation charges, and payment amount for interest, if any, for that bill number must appear on the check. In distributing the accomplished voucher-schedule, the issuing agency shall use one copy to support its statement of

transactions (SF 224, SF 1220, or SF 1221) and retain a copy in its files.

[52 FR 12171, Apr. 15, 1987]

### **§ 101-41.807 Identification and submission of transportation vouchers and supporting documents to GSA.**

#### **§ 101-41.807-1 Identification of basic transportation payment documents.**

Each basic transportation voucher (SF 1113) and its related voucher-schedule (SF 1166 OCR) shall be cross-referenced by voucher number (military agencies) or schedule number (civilian agencies) in the appropriate space to provide positive association of one with the other and the date of payment as shown in the PAID BY block of the voucher-schedule.

[52 FR 12171, Apr. 15, 1987]

#### **§ 101-41.807-2 Submission of transportation vouchers.**

The following procedures are applicable to all agencies not specifically exempted from submitting their transportation accounts to GSA.

(a) Each month, after the statement of transactions (SF 224, SF 1220, or SF 1221) has been accomplished, the basic transportation vouchers and supporting documents shall be securely bound with cord or tape and forwarded promptly to the General Services Administration (FWAA/C), Washington, DC 20405.

(b) Each shipment of transportation vouchers shall be made under a covering SF 1186, Transmittal for Transportation Schedules and Related Basic Documents, which shall be included in the package identified as number 1. If receipt is desired; a copy of SF 1186 with an addressed return envelopment must be furnished. SF 1186 must be executed and submitted for each accounting period; if no disbursements for transportation services were made during the period, the form should be so annotated.

(c) The shipping cartons used for transmitting voucher shipments to GSA shall not exceed 15 inches long, 12 inches wide, and 10 inches deep. These dimensions are specified under national stock number 8115-00-290-3379 for cartons used to ship documents to Federal Records Centers.