

6 June 1966

OFFICE OF FINANCE INSTRUCTION NO. 67 (Revised)

SUBJECT : General - Claims for Petty Cash Expenditures

Specific - Reimbursement to Monetary Division for Petty Cash Expenses Classified as Vouchered Expenditures

RESCISSION: Office of Finance Instruction No. 67 (Revised), dated 31 May 1962

1. PURPOSE

The purpose of this Instruction is to provide procedures whereby claims for petty cash which are classified as vouchered expenditures may be disbursed through the facilities of the Monetary Division Disbursing Offices.

2. PROCEDURE

a. General

All claims for reimbursement of such petty cash expenses incurred on official business will be prepared on Form 2646, Claim for Reimbursement for Petty Cash Expenditures. The claim when prepared will reflect the FAN number to be charged and will be approved by a designated approving officer or travel authorizing official, when necessary, prior to submission of the claim to the Disbursing and Custodial Branch, Monetary Division, for payment.

b. The Disbursing and Custodial Branch, Monetary Division, will:

- (1) Upon receipt of a properly executed and approved Form 2646 reimburse the claimant in cash;
- (2) Prepare a SF 1129, Reimbursement Voucher, in duplicate at least monthly for the total of the Form 2646's paid during the period;
- (3) Hand-carry the original SF 1129 together with the supporting Form 2646's to the Central Travel Branch, Certification and Liaison Division, for processing preliminary to reimbursement by the Assistant Disbursing Officer, Monetary Division; and
- (4) Retain the duplicate SF 1129 pending reimbursement of the amount claimed.

GROUP I  
Excluded from automatic  
downgrading and  
declassification

- S-E-C-R-E-T
- c. The Central Travel Branch, Certification and Liaison Division, will, upon receipt of the SF 1129 together with the supporting Form 2646's, perform the necessary audit and prepare and forward to the Accounts Division documentation to effect the necessary entries on the accounting records.
  - d. The Accounts Division will process such documentation and each month will prepare, certify, and forward SF 1166 and related documentation to the Assistant Disbursing Officer requesting reimbursement to confidential funds for disbursements, including subject petty cash expenditures, made in behalf of vouchered funds. The procedure for effecting this transfer of funds is contained in paragraph 2c of Office of Finance Instruction No. 98 (Revised).
  - e. The Assistant Disbursing Officer will, upon receipt of the certified SF 1166, reimburse the confidential fund accounts for the amount certified for payment.

3. **EFFECTIVE DATE**

This procedure shall be effective as of 15 June 1966.



/R. H. FUCHS  
Director of Finance

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