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Chief, [redacted]
Chief, [redacted]

1 October 1955

25X1A7b

Chief, Fiscal Division

Processing Voucher and Schedule of Payments -
Standard Form No. 1166

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1. Representatives of this office, [redacted] and the Treasury Department recently discussed the preferable use, by the [redacted] Bureau, of Standard Form No. 1166, Voucher and Schedule of Payments, in place of Standard Form No. 1064 and the transmitting of individual disbursement vouchers and supporting documents (basic vouchers) to the [redacted] Disbursing Officer.

2. It has been determined that consistent with the policy of this Agency the use of Standard Form No. 1064 be discontinued and Standard Form No. 1166 be used.

3. In this connection the following steps are prescribed:

a. A Standard Form No. 1166, original and three copies, will be completed with each basic voucher listed thereon. (Sample attached).

b. After certification by an authorized Certifying Officer, the original and two copies of the 1166 will be forwarded to the Disbursing Officer, one copy of which will be retained by the Disbursing Officer and the other will be accomplished and returned to the [redacted]. The original will be forwarded by the Disbursing Officer with his account current to this office.

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c. The original and one copy of basic vouchers will be attached to the third copy of the 1166 and retained in your bureau office pending receipt of the accomplished copy of the 1166.

d. Upon receipt of the accomplished copy of the 1166 the original basic vouchers together with the third copy of the 1166 will be forwarded promptly and directly to the Fiscal Division. The accomplished copy of the 1166 and the copy of basic vouchers will be retained in the bureau files.

4. It should be noted from the above that basic vouchers are not to be forwarded in the future to the Disbursing Officer.

JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 11 NO CHANGE
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RAT. JUST. _____
 NO. PGS. 2 OPERATION DATE _____ ORG COMP. 38 CPT. 38 ORG CLASS u
 REV CLASS u REV COORD. _____ AUTH: NR 70-3

5. The Bureau Schedule number of your first 1166 should commence with the next number in the sequence of those numbers now being used on Standard Form No. 1054 and basic voucher numbers will continue in the same sequence as heretofore.

6. A small supply of Standard Form No. 1166 is attached.

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Attachments

JLC:hw

Orig. & 1 - Addressee
c.c. Payroll Branch
Claims Branch
Travel Branch
Fiscal Processing Branch



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