



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5000

StaO 7210.5B
3FC
24 Oct 89

STATION ORDER 7210.5B

From: Commanding Officer
To: Distribution List

Subj: CASH MANAGEMENT PROCEDURES

Ref: (a) NAVCOMPTNOTE 7220 DTD FEB 1983
(b) NAVCOMPTMAN Vol. IV

1. Purpose. To implement the cash management procedures specified in reference (a) for all government activities aboard this station which handle public funds.

2. Cancellation. StaO 7210.5A.

3. Background

a. Reference (a) emphasizes the following principles to be applied by all activities authorized to handle public funds:

(1) Paying bills and making other disbursements when due, neither earlier nor later;

(2) Collecting money as quickly as it is due and depositing these collections promptly to the account of the U.S. Treasury; and

(3) Minimizing idle cash balances held by disbursing officers and others outside of the U. S. Treasury.

b. Timely collections and deposits and the minimizing of idle cash balances held by disbursing offices and other activities outside of the U. S. Treasury are addressed in reference (b). The emphasis of reference (a) is the payment of bills and making of other disbursements when due (neither earlier nor later) rather than on a first in - first out basis.

4. Scope. The scope of this directive encompasses cash management procedures.

5. Action

a. All activities aboard this station, which certify public vouchers for payment and collect, hold and deposit U. S. Treasury monies (public funds), will adhere closely to the principles stated in references (a) and (b).

b. Receiving activities will:

(1) Clearly stamp or otherwise mark each invoice to indicate the following:

- (a) Vendor
- (b) Invoice Number
- (c) Purchase Order Number
- (d) Date invoice was received and UIC
- (e) Date merchandise/services was received and UIC
- (f) Date merchandise/services was accepted and UIC
- (g) Date invoice returned to vendor if defective
- (h) Date forwarded to the Disbursing Officer

(2) Certify receipt and acceptance of the goods or services in an expeditious manner (not to exceed 10 days) and forward the vouchers with accompanying invoices to the Disbursing Office not later than five working days following the certification of receipt and acceptance.

c. The Disbursing Office will:

(1) Mark or record the date of receipt of the invoice from the receiving activity.

(2) Issue and mail checks for receipt by the payee as close as administratively possible to the due date.

6. Applicability. This directive is applicable to station departments and units.


C. T. DUNSTAN
By direction

DISTRIBUTION: B