



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO P11103.2C
3EA
11 MAR 1998

STATION ORDER P11103.2C

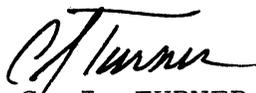
From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE MARINE CORPS AIR
STATION YUMA BILLETING FUND (SHORT TITLE: BILLETING FUND
SOP)

Ref: (a) DOD 7000.14R
(b) MCO P1700.27
(c) MCO P11000.22

Encl: (1) LOCATOR SHEET

1. Purpose. To publish instructions for the operation and administration of the Billeting Fund.
2. Cancellation. StaO 11103.2B.
3. General. References (a) through (c) prescribe standard instructions applicable to the operations of the Billeting Fund.
4. Action. Management personnel of the Billeting Fund will ensure that the provisions of this Directive are complied with.
5. Certification. Reviewed and approved this date.


C. J. TURNER

DISTRIBUTION: A

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE MARINE CORPS AIR
STATION YUMA BILLETING FUND (SHORT TITLE: BILLETING FUND
SOP)

Location:

(Indicate the location(s) of the copy(ies) of this Manual.

BILLETING FUND SOP

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CHAPTER 1

GENERAL

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CHAPTER 1

GENERAL

1000. DESCRIPTION. The Billeting Fund is established and operated for the purpose of providing transient billeting support services at a reasonable cost.

1001. AUTHORITY. The Billeting Fund will be operated under the control of the Commanding Officer, MCAS Yuma, subject to the authorization contained in references (a), (b), (c) and such additional instructions as may be issued by the Commandant of the Marine Corps (CMC).

1002. CONSTITUTION AND BY-LAWS. The Billeting Fund will be governed by the constitution which is provided in Appendix A.

1003. ORGANIZATION. The Billeting Fund shall consist of a central office and such facilities as may be authorized and established with the approval of the Commanding Officer to meet the requirements of the Command and its tenant units.

1004. ADVISORY COUNCIL

1. A Billeting Fund Advisory Council may be appointed, at the discretion of the Commanding Officer, consisting of the following members:

- a. MCAS Yuma Executive Officer (Senior Member).
- b. MCAS Yuma S-4 Officer.
- c. MCAS Yuma Billeting Fund Director.
- d. MCAS Yuma S-4 NCOIC.

2. The advisory council shall meet as often as deemed necessary by the Senior Member to consider recommendations pertaining to the management and operational policies of the Billeting Fund and to make recommendations to the Commanding Officer.

1005. INVENTORY

1. An inventory of non-appropriated property will be held annually, in September, and upon relief of the Billeting Fund Director or when deemed necessary by the Commanding Officer.
2. The Inventory board will consist of one company grade officer, one Staff Non-Commissioned Officer (SNCO) and eight enlisted personnel from Headquarters and Headquarters Squadron.

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CHAPTER 2

RESPONSIBILITIES

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CHAPTER 2

RESPONSIBILITIES

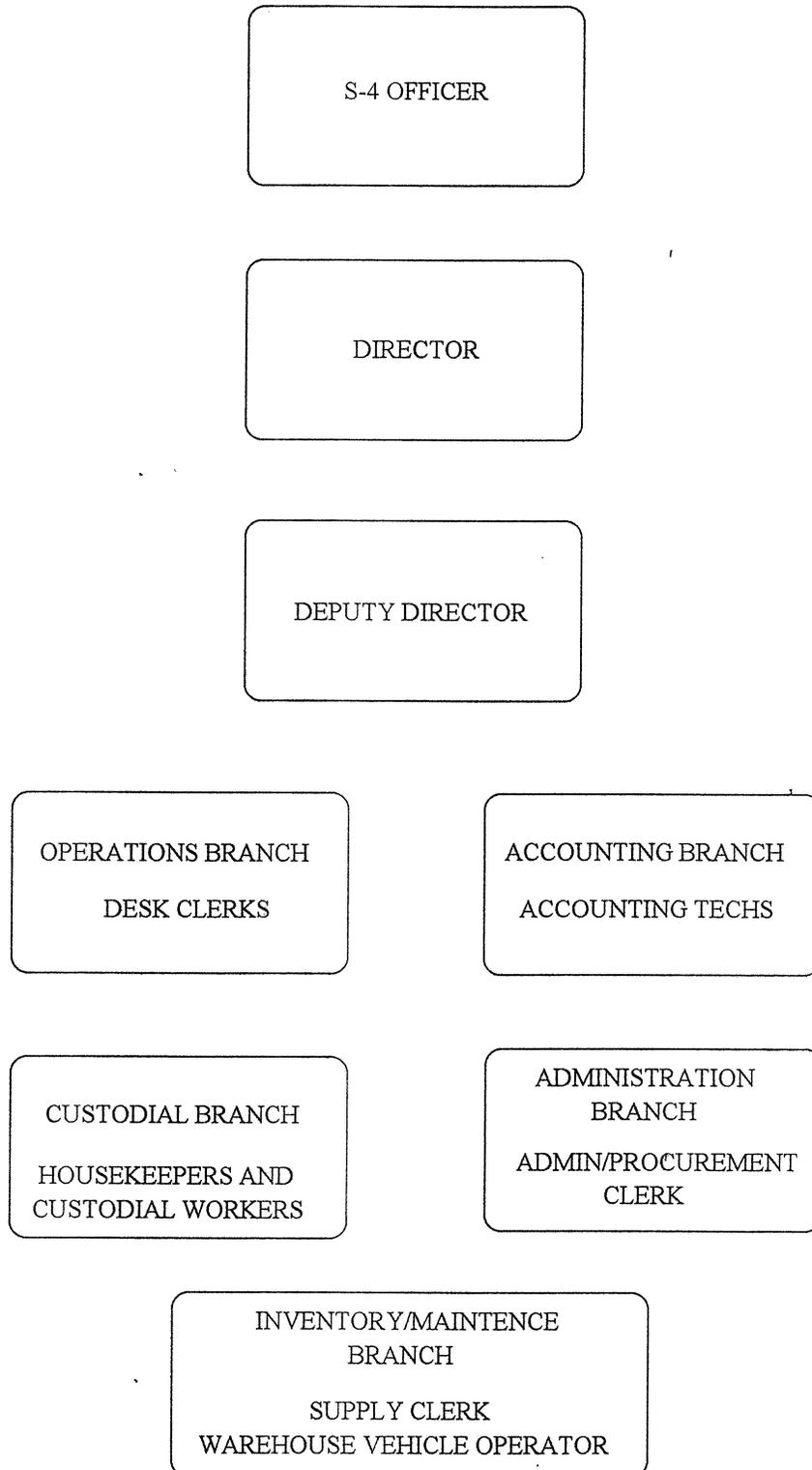
2000. RESPONSIBILITIES. The affairs of the Billeting Fund shall be conducted by the Billeting Fund Director, under the staff cognizance of the Commanding Officer. The Billeting Fund Advisory Council may recommend management and operational policies for approval by the Commanding Officer.

2001. CENTRAL OFFICE. Administration of the Billeting Fund shall be conducted from the central office located in Building 1058. The central office will be operated by the Billeting Fund Director and staff.

2002. DIRECTOR

1. The Billeting Fund Director is the legal administrator of the Billeting Fund and shall be responsible for the efficient operation and management of the Billeting Fund according to current directives and regulations.
2. When the Director is relieved, an inventory of all funds, property, accounts and memorandum receipts of the Billeting Fund will be conducted, after which they will be invoiced to the successor who will receipt for the same. A combination invoice and receipt, prepared per Appendix G, will be used. The original will be retained in the files and signed copies will be furnished the relieving and relieved personnel.
3. Upon assignment of a new Director, a bank specimen signature letter will be prepared for the Commanding Officer's approval, per Appendix D. The new Director must also sign an authorized signature card provided by the bank.
4. The Director will be a member of the Billeting Fund Advisory Council with full voting privileges. The S-4 Officer will be provided a copy of the following monthly information by the Director.
 - a. Profit and loss figures and budget statement.
 - b. Monthly statement of operation.
 - c. Any other reports that pertain to the Billeting Fund.

2003. BILLETING FUND TABLE OF ORGANIZATION



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CHAPTER 3
PROCEDURES

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CHAPTER 3

PROCEDURES

3000. BILLETING FEES

1. Billeting fees will be posted at the front desk and charged to all persons utilizing the following transient billeting facilities:

- a. Building 740.
- b. Building 1020.
- c. Building 1040.
- d. Building 1056.
- e. Building 1058.
- f. Building 1060.
- g. Other designated facilities.

2. Billeting fees may be recommended by the Billeting Fund Advisory Council and approved by the Commanding Officer, via CMC.

3. Only approved fees will be collected by appointed cashiers per reference (a).

4. Pre-numbered receipt documents will be on file for all fees collected and a copy provided to the guest at check out.

3001. CREDIT. No extension of credit to any individual patronizing the Billeting Fund is authorized. All charges are payable on the date of departure from assigned facilities. Unit payment for billeting is authorized. Arrangement for unit billing will be made in advance through unit's fiscal officer to the Billeting Fund. Appendix L contains the standing operating procedures for unit billing.

3002. APPROPRIATED FUND SUPPORT. The Billeting Fund is authorized appropriated fund support as outlined in reference (c) and other appropriate directives.

3003. PETTY CASH FUND. The Billeting Fund is authorized a petty cash fund in the amount not to exceed \$100.00.

1. Petty cash expenditures will not exceed \$25.00 for any one transaction. Splitting of purchases to circumvent the \$25.00 limitation is prohibited.
2. Each petty cash expenditure will be supported by a pre-numbered Petty Cash Voucher (Appendix F) and the vendor's invoice. The voucher will be approved by the Director and will be filled out in its entirety per reference (a).
3. Petty cash funds shall be replenished at least monthly prior to the close of business. Petty cash funds may be replenished on a more frequent basis if deemed necessary.
4. The petty cash fund will not be mingled with appropriated, other non-appropriated or personal funds.

3004. CHANGE FUND. Two change funds, in the amount of \$100.00 each, are authorized by the Commanding Officer, to provide funds to the cashiers for making change for persons who may not have the correct amount when paying for services.

3005. PURCHASING PROCEDURES

1. Purchases (other than those authorized by paragraph 3003 of this Manual) will be accomplished through the use of a purchase order (NAVCOMPT Form 739), Appendix I, issued by the Director and approved by the S-4 Officer. The Director will issue a purchase order only for those items authorized to be purchased with non-appropriated funds, per reference (a). Subsequent to the S-4 Officer's approval the following purchase order procedures will be complied with in their entirety:
 - a. The white copy will be given to the vendor.
 - b. The blue copy will be filed with the expenditure voucher by the bookkeeper and retained in the central office.
 - c. The green copy will be completed by the designated receiving agent, along with the vendor's invoice/cash register tape itemizing the expenditure(s) and will be returned to the Director at the central office.
 - d. The yellow copy will be completed and filed in the S-4 office.
 - e. The pink copy will be filed in the Billeting Fund office.
2. Billeting funds are not authorized to be used for the purchase of alcoholic beverages.

3006. EXPENSES. Each expenditure will be made by check, except for authorized petty cash disbursements.

3007. SURPRISE CASH VERIFICATION. Unscheduled cash verification is authorized to be conducted at any time as directed by the Commanding Officer, the S-4 Officer or the Director. Such verifications must be done at least quarterly as stated in reference (b).

3008. SECURITY OF CASH. All cash will be kept in a locked safe when not under the physical control of the appointed cashier. Under no circumstances will cash be left unattended by a cashier unless it is secured in a locked safe.

3009. SAFE COMBINATIONS. A safe combination will be furnished to the Commanding Officer in a double sealed envelope with date and signature of the responsible personnel. Safe combinations will be changed at least annually, upon reassignment of personnel or as needed.

3010. PROPERTY AND EQUIPMENT. The Director is responsible for maintaining accountability of all property and equipment belonging to or assigned to the Billeting Fund.

3011. INVENTORY. An annual physical inventory (Billeting Fund Inventory Board) is required of all non-expendable property. Quantities counted must be reconciled with quantities that appear on the stock records and the dollar value listed on the property and equipment inventory records. Adjustments will not be made unless approved by the Commanding Officer.

3012. CERTIFICATE OF DISPOSITION. Non-expendable Billeting Fund property will not be dropped from the property records until a certificate of disposition, as shown in Appendix J, has been justified by the Director and approved by the Commanding Officer or the designated representative.

3013. EXTERNAL AUDITS. The Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS) Auditor, Marine Corps Base Camp Pendleton, CA, a representative of the Fiscal Director has been assigned audit cognizance and will conduct audits of this fund at such times and under conditions prescribed in reference (a). The auditor is authorized free access to the activity to perform surprise cash counts or to observe operations. External audit reports prepared by the

auditor are submitted to the Fiscal Director of the Marine Corps (Code RF) with copies provided to the Commanding Officer, the S-4 Officer and the Billeting Fund Director.

3014. INTERNAL AUDITS. The Resource Evaluation Division officer, MCAS Yuma, a representative of the MCAS Yuma Comptroller, will conduct audits of this fund per the station internal review program.

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CHAPTER 4

EMPLOYEE ADMINISTRATION

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CHAPTER 4

EMPLOYEE ADMINISTRATION

4000. CIVILIAN PERSONNEL SERVICES. The labor, administrative and operational cost for the Billeting Fund Director will be supported by appropriated funds. All other employees are totally supported by non-appropriated funds. Command supervision, operation, management, facilities maintenance and administration, including reimbursement for common area janitorial services, are expenses borne by appropriated funds. Billeting Fund employee servicing will be performed by the Non-Appropriated Fund Instrumentalities (NAFI) Personnel Office per current Marine Corps directives for NAFI. Service charges collected from Billeting Fund guests assigned to Billeting Fund quarters will be used to reimburse the agency providing the Billeting Fund civilian employee service.

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APPENDIX A

CONSTITUTION

ARTICLE I - NAME. This activity shall be titled "BILLETING FUND".

ARTICLE II - PURPOSE. The Billeting Fund is established and operated for the purpose of providing transient billeting support services not available through other channels at reasonable cost, for maintaining the well-being, morale and efficiency of this Command and tenant units.

ARTICLE III - AUTHORITY. The Billeting Fund is established under the authority of CMC and shall be operated per the procedures contained in references (a) through (c) and this Manual.

ARTICLE IV - ORGANIZATION. The Billeting Fund shall consist of a central office, located in Building 1058, and such other facilities as may be authorized and established with the approval of the Commanding Officer to meet the immediate needs of this Command.

ARTICLE V - PROFITS. The Billeting Fund will not be used for the financial profit of any person, group or combination of persons. No individual shall have any enforceable financial interest or right in any manner whatsoever in any property used, acquired or held in the operation of the Billeting Fund. Profits and surplus funds shall be limited to capital improvements, the purchase of supplies, property items and other items essential to the operation of the Billeting Fund which are not available through appropriated fund sources.

ARTICLE VI - MEMBERSHIP. Membership does not apply to the Billeting Fund.

ARTICLE VII - MANAGEMENT. The Director of the Billeting Fund shall be appointed in writing by the Commanding Officer. Management duties and responsibilities are as prescribed in reference (a), this Manual and other pertinent regulations and directives issued by competent authority. Appendix C is the format of the Billeting Fund Director Appointment Letter.

ARTICLE VIII - ADVISORY COUNCIL

1. A Billeting Fund Advisory Council shall be appointed at the discretion of the Commanding Officer. It will consist of not less than four voting members, including the Executive Officer (Senior Member), S-4 Officer, Billeting Fund Director and the S-4 NCOIC, all of whom shall have full voting privileges.

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2. The Billeting Fund Advisory Council will meet as needed.
3. The minutes of the advisory council meeting and a copy of the financial statement will be submitted to the Commanding Officer, no later than the tenth workday following each meeting. The original record of minutes and the action of the Commanding Officer will be maintained in the files of the Billeting Fund.
4. All matters requiring action of the Commanding Officer, not of an emergency nature, can be submitted through the Billeting Fund Advisory Council or submitted directly to the Commanding Officer for appropriate action.
5. Transactions can be voted on by the council with at least sixty percent of the members present. A simple majority vote will decide all matters.

ARTICLE IX - USE. The facilities operated by the Billeting Fund shall be available for use by all members of the Armed Forces of the United States, U.S. Government employees and personnel authorized use as specified in current Marine Corps directives.

ARTICLE X - SOURCE OF FUNDING. The funding of the Billeting Fund will be by non-appropriated funds generated from fees charged for services provided. Appropriated fund support is authorized per reference (a) for the purposes described in this Manual. All administration and accounting shall be accomplished within the central office. All disbursements from deposited funds will be made on behalf of the Billeting Fund through checks signed by the Director. However, no single purchase shall be made in excess of \$500.00 without the prior approval of the S-4 Officer/Commanding Officer.

ARTICLE XI - ADOPTION. This constitution will become effective upon approval of the Commanding Officer.

ARTICLE XII - AMENDMENTS. Each proposed alteration, amendment, and/or addition to this constitution will be presented in writing for approval by the Commanding Officer.

ARTICLE XIII - DURATION. This Billeting Fund will continue in existence until MCAS Yuma is inactivated, placed in a standby status or otherwise dissolved by competent authority.

ARTICLE XIV - DISSOLUTION. Dissolution of the Billeting Fund will be per pertinent directives.

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APPENDIX B

PROCEDURES FOR THE FINANCIAL MANAGEMENT OF THE BILLETING FUND

1. Purpose. To publish procedures for the financial management of the Billeting Fund. The procedures set forth herein will be used in conjunction with general financial policies and standards prescribed by references (a) and (b).
2. Policies and Procedures. This section defines the financial management responsibilities of the Billeting Fund.
 - a. The Non-Appropriated Fund (NAF) administration and supervision are command functions; consequently, the command has the same responsibility for administration of NAFs as for any other functional element of the command. Specific responsibilities are contained in reference (a).
 - b. The Billeting Fund Director is the direct representative of this Command, is authorized to exercise executive control over the NAF activities and is charged with specific duties and responsibilities.
 - c. A double entry accrual bookkeeping system will be established and maintained by the bookkeeper. The Billeting Fund Tax Identification Number is 860413397.
3. Cash. Cash includes petty cash funds, change funds, bank accounts and cash receipts. General details for these are as follows:
 - a. Where a volume of small cash purchases are necessary, a petty cash fund, operated under the imprest method, may be established to be used for small payments, not to exceed \$25.00 for any one transaction. The Commanding Officer has authorized, in writing, the establishment of this fund in Paragraph 3004 of this Manual. The Billeting Fund Director will designate, in writing, the individual responsible for the petty cash fund. The fund will be administered per reference (a).
 - b. The Commanding Officer has authorized, in writing, the establishment of two change funds, in the amount of \$100.00 each. These funds will be administered per reference (a).
 - c. All funds and cash receipts must be verified daily by the Director or a person assigned that responsibility, other than the bookkeeper or desk clerk. Periodically, surprise verification of all cash receipts and funds in custody of the Billeting Fund will be made. Reference (a) applies.
4. Income. Income is money or money equivalents (checks, money orders) earned during the accounting period. Income money includes:

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a. Cash Receipts. All cash receipts require the fullest possible control measure. It is vital that accurate and timely records be kept of cash receipts. Cash receipts accountability applies to money and charge documents. To segregate the functions of handling money, cash items and keeping the records, someone other than the bookkeeper must prepare a list of receipts. Cash register tapes will be attached to applicable daily activity reports. Folios will be pre-numbered serially and stocks will be in the custody of the Director. Folio receipt forms will be issued to the cashiers as required and all must be accounted for in sequence. All voided money receipt forms will be so annotated and filed. Should there be any missing money receipt forms, appropriate verification must be accomplished to explain the reason for the discrepancy.

b. Checking Account. The bank checking account is used primarily for depositing daily receipts, making disbursement by check and obtaining change. Savings accounts may be established for excess funds. Banking requirements are as follows:

(1) Income funds will be deposited per reference (a).

(2) Bank accounts shall be carried only in the full name of the Billeting Fund, not in the name of any individual. All checks will be pre-numbered and shall have imprinted or stamped the full name of the Billeting Fund. The bank will be furnished with an authorization letter of those individuals authorized to sign checks.

c. Fund Reconciliation. A monthly reconciliation will be made using the bank statement and cash ledger. The standard procedures for reconciling a bank account is contained in reference (a).

5. Purchasing. Pre-numbered purchase orders (NAVCOMPT Form 739 or 2213) or consecutively numbered contracts will be issued for all purchases made from commercial sources, except for those purchases paid for from the petty cash fund. Detailed procedures are contained in references (a) and (b).

6. Property Accountability and Control. Property/equipment acquired with Billeting Fund's non-appropriated funds will be handled per references (a) and (b).

a. Fixed Assets. Property which is ordinarily not consumed in normal use and has a value of \$1,000.00 or more.

b. Memorandum Property. Property which has a unit value of less than \$1,000.00, for which control is desired.

7. Transient Room Service Charges. Transients and certain individuals, as designated by reference (c), authorized to utilize transient facilities are required to pay a room service charge while

BILLETING FUND SOP

occupying quarters. These fees are collected and accounted for by the Billeting Fund Director and deposited in the Billeting Fund's bank account. These collections will be used to defray operation and facility costs not available from appropriated funds. Billeting Fund service charge rates are posted at the front desk in Building 1058.

8. Housekeeping Service. Housekeeping services, including maid and janitorial services for the Billeting Fund, will be provided through the use of non-appropriated funds. Service charges will be levied on the guests of the facility.

9. Appropriated Fund Support. Chapter 5 of reference (b) designates billeting service charges as category VIII funds and Chapter 2 of reference (c) provides a listing of the support functions properly charged to appropriated funds.

10. Laundry and Dry-Cleaning Services. Billeting Fund owned linens and furnishings will normally be procured, laundered and dry-cleaned at the expense of non-appropriated funds. The terms "room linens" and "furnishings" include bed linens, towels, washcloths, bath mats, shower curtains, window curtains/drapes, blankets, rugs and similar items used in conjunction with outfitting a living space in bachelor/transient quarters. In this regard, service charges developed per reference (c) will include laundry charges.

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APPENDIX C

LETTER OF APPOINTMENT FOR THE BILLETING FUND

(LETTER HEAD)

From: Commanding Officer
To:

Subj: APPOINTMENT AS DIRECTOR OF THE MCAS YUMA BILLETING FUND

Ref: (a) MCO P11000.22
(b) MCO P1700.27
(c) DOD 7000.14R
(d) SECNAVINST 5300.22
(e) MCO P5300.9B
(f) Employer's Federal Tax Guide

1. Per the provisions of reference (a) you are hereby appointed as Director of the Billeting Fund, effective _____.

2. You will become thoroughly familiar with the provisions of references (a) through (f), which will guide you in your assigned duties. You are charged with the following responsibilities and specific duties.

a. Execute the policies and directives set forth by the Commanding Officer and higher authority.

b. Exercise overall supervision of the Billeting Fund.

c. Perform duties as Director of all records and government property (appropriated and non-appropriated) of the Billeting Fund to include their safekeeping, preservation, accessibility for inspection and assurance that they are not removed from the Billeting Fund without proper authority.

d. Issue orders for supplies and equipment approved by the proper authority.

e. Inspect and verify, in writing, all shipments received.

f. Receive, protect, deposit, disburse and account for all funds.

g. Maintain all accounts and records properly, in conformance with non-appropriated fund general financial management policies and principles.

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- h. Submit all financial statements and reports required by regulations.
- i. Prepare the Billeting Fund's budgets per existing regulations.
- j. Assign job functions to employees of the Billeting Fund.
- k. Supervise the work of all employees of the Billeting Fund.
- l. Develop, implement and maintain an internal control system, per reference (a).
- m. Develop and conduct an adequate and appropriate training program for personnel assigned to the Billeting Fund in conformance with current publications.
- n. Be financially liable for losses of money and property only when dishonesty, fraud or culpable negligence on the part of the Director is proven.
- o. Ensure that financial reports or source documents to mechanized systems are prepared within the time frame established by the program director, submitted to the Commanding Officer for approval and that such reports accurately present the financial condition and results of operation of the Billeting Fund.
- p. Ensure the adequate protection of cash (including bank deposits) and proper investment of money per current publications.
- q. Be a voting member of the Billeting Fund Advisory Council. Provide the senior member with copies of monthly statements of operations/budget reports and any other reports that pertain to the Billeting Fund.
- r. Exercise control over assigned personnel.
- s. Make unscheduled periodic inspections, inventories and cash counts to ensure adherence to proper management policies and that handling of cash is per existing regulations.
- t. Establish work shifts and require the presence of an appointed cashier/clerk twenty-four hours per day.
- u. Establish procedures to ensure collection of appropriate fees from tenants as required.
- v. Assign transient personnel to appropriate facilities as stated in current billeting directives.

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3. By signature hereon, the Billeting Fund Director acknowledges endorsement of the assigned responsibilities and duties.

4. The original and a copy of this letter will be signed by you as acknowledgment of the receipt and understanding. The original is to be filed in the Billeting Fund Office and the copy will be returned to the S-4 Office.

(Person being assigned - full name)

Commanding Officer

Copy to:
CMC (LFF-3)

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APPENDIX D

BANK SPECIMEN SIGNATURE LETTER

(LETTER HEAD)

Armed Forces Bank
MCAS Yuma Branch
Marine Corps Air Station
Yuma, Arizona 85369

Manager:

Effective _____ (date) , _____ (Director's name) has been appointed as the Billeting Fund Director and is authorized to establish both checking and savings accounts in the name of the Billeting Fund, to deposit/withdraw funds and to purchase, redeem and receive money related thereto.

Any previous authorization for an individual to withdraw funds from the bank accounts designated above is revoked, effective at the close of business _____ (date)_____.

You are further notified that the Commandant of the Marine Corps, Headquarters U. S. Marine Corps, Washington, D. C. 20380, is successor in interest to all types of bank accounts of the above activity. No responsibility will attach to your bank after transfer of funds to or upon order of the Commandant of the Marine Corps.

Authorized signatures are shown below:

Commanding Officer

Copy to:
Resource Evaluation Division Officer

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APPENDIX E

LETTER OF ESTABLISHMENT OF PETTY CASH/CHANGE FUND

(LETTER HEAD)

From: Commanding Officer
To: Director, Billeting Fund
Subj: ESTABLISHMENT OF PETTY CASH/CHANGE FUND
Ref: (a) NAVCOMPT Manual, Vol IV
(b) NAVSO P-3520

1. Per reference (a), you are authorized to establish and maintain on hand, under proper security, a petty cash fund in the amount of \$100.00. This fund is to be used for making small miscellaneous disbursements, not to exceed \$25.00 for any one transaction, in payment of Billeting Fund obligations that cannot reasonably be made by check. The petty cash fund shall not be used for payment of expenses of a recurring nature.

2. You are further authorized to establish and maintain on hand, under proper security, two change funds in the amount of \$100.00 each. These funds are to be used for making change for billeting occupants who pay for their rooms in cash without the exact amount. These change funds are to be verified on a daily bases. They will not be used for any purpose other than to make change.

3. Your management of these funds will be maintained per references (a) and (b). The Billeting Fund will be available to proper authorities for verification at any time.

Commanding Officer

Copy to:
Resource Evaluation Division Officer

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APPENDIX F

FORMAT FOR PETTY CASH VOUCHER

1. Required to be completed by the individual making payment.
2. Required to be approved by the Director.
3. Required to be signed by the individual receiving money to make a purchase.
4. Each petty cash expenditure is required to be supported in the manner prescribed in paragraph 3004 of this Manual.

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APPENDIX G

FORMAT FOR INVOICE AND RECEIPT DOCUMENT

This invoice and receipt is to record the transfer of funds, property, accounts and records upon the assignment and relief of the director.

Date:

(Activity)

Ref:

(Address)

I hereby certify that the below listed funds, property, accounts and records required by regulations, except as noted below, have been transferred this date to the relieving Director.

Funds: Checking Account.....\$ _____
 Petty Cash Fund..... _____
 Cash on Hand (un-deposited receipts)..... _____
 Other: _____ _____
 _____ _____

Property: Book Value..... _____

Remarks: _____

Director (Relieved)

I hereby certify that the above listed funds, property and all accounts and records required by regulations, except as noted below, have been received.

Director (Assigned)

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APPENDIX H

FORMAT FOR DAILY ACTIVITY RECORD

DAILY ACTIVITY RECORD MAYCOMPT FORM 2211 (REV. 3-72)			REGISTER NO.
NAME OF DEPARTMENT		SIGNATURE OF CASHIER	DATE
LINES 1 THRU 6 TO BE FILLED IN BY CASHIER	ITEM NO.	ITEM	AMOUNT
	1.	CASH TURNED IN (DETAIL BELOW - ITEM 20)	\$
	2.	CHANGE FUND (-) (WHEN TURNED IN WITH RECEIPTS)	
	3.	REFUNDS (+)	
	4.	CASH SALES	
	5.	CHARGE/COMMERCIAL CREDIT SALES	
PERSON VERIFY- ING CASH AND CHARGES WILL VERIFY LINES 1 2, AND 5 AND FILL IN LINES 7 THRU 11	6.	TOTAL SALES: SALES SLIPS OR TICKET NUMBERS THRU	\$
	7.	CHANGE FUND	
	8.	CASH RECEIPTS	
	9.	TOTAL CASH VERIFIED (LINE 7 + 8 = 9)	
	10.	CHARGE SALES	
PERSON READING THE REGISTER WILL FILL IN LINES 13 THRU 18	11.	TOTAL VERIFIED (LINE 9 + 10 = 11)	\$
	12.	CLOSING REGISTER READING	
	13.	OPENING REGISTER READING	
	14.	REGISTER AMOUNT (LINE 12 - 13 = 14)	
	15.	OVER-RINGS (-) AND UNDER-RINGS (+)	
	16.	REFUNDS (+) (TO BE USED WHEN REFUNDS ARE REFLECTED IN REGULAR REGISTER READINGS)	
	17.	ADJUSTED REGISTER READING (LINE 14 ± 15 + 16 = 17)	
	18.	CASH OVERAGES OR SHORTAGES (CIRCLE: OVERAGE OR SHORTAGE)	\$
19. BREAKDOWN OF REVENUE (TO BE FILLED IN BY BOOKKEEPER)			
NAME OF ACCOUNT	ACCOUNT NO.	DEBIT AMOUNT	CREDIT AMOUNT
TOTAL		\$	\$
* SIGNED REFUND VOUCHERS WILL BE ATTACHED REMARKS: (Use reverse side if necessary)			
20. DETAIL OF CASH TURNED IN (TO BE FILLED IN BY CASHIER)			
COINS	CENTS	\$	
	NICKELS		
	DIMES		
	QUARTERS		
	HALF-DOLLARS		
	TOTAL COINS		\$
CURRENCY	ONE'S		
	FIVE'S		
	TEN'S		
	TWENTY'S		
	TOTAL CURRENCY		
CHECKS/M.O.'S	U.S. CHECKS		
	OTHER CHECKS		
	MONEY ORDERS		
	TOTAL CHECKS/M.O.'S		\$
GRAND TOTAL CASH TURNED IN			\$
SIGNATURE OF PERSON DESIGNATED TO READ REGISTER		SIGNATURE OF PERSON DESIGNATED TO VERIFY CASH AND CHARGES	

NOTE: TO MAKE CORRECTIONS: LINE THROUGH ERROR, WRITE CORRECT AMOUNT ABOVE ERROR, INITIAL AND DATE. CORRECTIONS ARE MADE ONLY BY PERSON MAKING ERROR. NO CORRECTIONS WILL BE MADE TO LINES 1 THROUGH 6

BILLETING FUND SOP

APPENDIX K

BILLETING FUND GUESTS' GENERAL INFORMATION

- A. Quiet hours are 2200 to 0700.
- B. Immediately report any plumbing, telephone, air condition/heating or maintenance needs to extension 3094.
- C. Guests will not move furniture.
- D. Changing rooms, after original assignment, must be approved at the Front Desk, extension 3578.
- E. No pets.
- F. Bed and bath linens will not be removed from the rooms.
- G. Guests will maintain personal effects in an orderly manner.
- H. Conduct of unauthorized guests in rooms will not adversely reflect on proper decorum.
- I. Management is not responsible for personal property left unsecured in rooms.
- J. Check-out time is 1000. Late check-outs will be charged for another night.
- K. No responsibility will be assumed for personal gear left upon check-out, except through the Lost and Found Program, phone DSN 951-3094 or commercial (520)341-3094.
- L. Billeting rates are posted at the Front Desk, extension 3094.
- M. No maid service on weekends or holidays. However, clean bath linen is available weekends at the Front Desk. The clerk will exchange dirty for clean.
- N. Firearms are not allowed in the transient rooms.
- O. Expeditious individual checking in and out is provided twenty-four hours daily. Receipt completed and will be provided when key is turned in and room is vacated.
- P. Per MCO 5100.28, ABSOLUTELY NO SMOKING.
- Q. A charge will be assessed prior to departure for any damage or missing property. A \$2.00 fee will be charged for each lost key.

BILLETING FUND SOP

APPENDIX L

PROCEDURES FOR UNIT BILLING

1. The point of contact for deployment unit billing is the Billeting Fund Deputy Director at extension 2281. Minimum Standards of Adequacy (MSA) are waived in advance per deployment CO. Deployment fiscal/S-4 Officers will ensure original 2277 and rosters with requested pairings reach the Billeting Fund two weeks prior to arrival.

VOUCHER FOR DISBURSEMENT AND/OR COLLECTION - NAVCOMPT. FORM 2277 (SPT) (2-81) G/N Q104-LF-702-2770 Page 1

1. Purpose <input checked="" type="checkbox"/> DISB <input type="checkbox"/> COLLECT <input type="checkbox"/>		2. Date <input checked="" type="checkbox"/>	3. Reference Document No. <input checked="" type="checkbox"/>	4. B2I Number	5. Voucher No.					
6. FROM: Unit Name Address Zip Code			7. PAID BY: CHECK NO.							
8. TO: MCAS YUMA Billeting Fund PO Box 12776, MCAS YUMA YUMA, AZ 85365			SAMPLE 2277							
9. ARTICLES, SERVICES OR ITEMS										
A. INVOICE OR ORDER NO.	B. DATE OF DELIVERY/SERVICE	C. DESCRIPTION (REMITTER, EXPLANATION, DETAILS, ETC.)		D. QTY	E. UNIT PRICE COST PER	F. AMOUNT				
	First Date In thru Last Date out	Funding for Billeting of "Unit's Name" For Officers - SNCO - Enlisted				\$ estimated Amount				
G. DISCOUNT TERMS					H. TOTAL \$ estimated Amt					
10. TYPE OF PAYMENT OR BILL: COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE <input type="checkbox"/>										
11. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBL. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
12. DEDUCTIONS										
A. AMT	B. TRANSPORTATION	C. DISCOUNT	D. TAX	E. RESERVE	F. MISCELLANEOUS	G. TOTAL FOR ACORN RES. CURRENCY ONLY				
H. CURRENCY:		EXCHANGE RATE		-1.00		I. TOTAL DEDUCTIONS				
13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBL. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	069443	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$ estimated Amt
L. TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-I)										
14. INSPECTION REPORT NOS:			15. GOVT B/L NOS:							
16. APPROVED BY <u>John Doe</u> TITLE <u>Bank, usmc, Fiscal Officer</u> (DATE) <u>DSN 951 Ext 2230</u>			17. CERTIFIED BY <u>B. L. Reed</u> TITLE <u>Billeting Fund Director</u> (DATE) <u>DSN 951 Ext 2230</u>							
18. PAYMENT RECEIVED: PAYEE - PER - TITLE - DSN FAX 951 Ext 3349										