

USDA-APHIS RECORD OF PUBLIC FUNDS RECEIVED				1. TRANSMITTAL NO.	
INSTRUCTIONS: See reverse side. For detailed instruction, refer to the APHIS Budget and Accounting Manual.				2. DATE FORWARDED	
3. TO USDA, APHIS P.O. Box 979043 St. Louis, MO 63197-9000			4. FROM		
5. DATE RECEIVED	6. FOR MRPBS-ASD USE ONLY	7. AMOUNT	8. REMITTER	9. PURPOSE/ACCOUNTING CODE	
		\$			
10. TOTAL AMOUNT SENT					
			RECEIVED (Return copy to sender in Item 4 above)		
11. SENT BY (Signature)			13. AMOUNT	14. RECEIVED BY (Signature)	
			\$		
12. TITLE			15. DATE	16. TITLE	

COLLECTION PROCEDURES

Cash collections must be converted to a money order or cashier's check before submission to USDA-APHIS, P.O. Box 979043, St. Louis, MO 63197-9000. Do **not** send cash through the mail and do **not** convert cash to a personal check. Cash collected must **not** be used to pay for money orders or cashier's checks. If necessary, use personal funds for the cost of purchasing the money order or cashier's check and claim reimbursement on an SF-1164, Claim for Reimbursement for Expenditures on Official Business. Checks and money orders should be made payable to USDA-APHIS. All collections should be transmitted for deposit within 24 hours if practical, but no later than the second workday from date of collection.

COMPLETION INSTRUCTIONS

1. Use this form to document the receipt and transmittal of collections.
2. Complete the original and two copies of the form.
3. Forward the original and one copy of the form along with the collection to: USDA-APHIS, P.O. Box 979043, St. Louis, MO 63197-9000.
4. Retain one copy of the form until a receipted copy is received from APHIS.
5. File the receipted copy.