



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 9 – FMS Processing 1.12	EFFECTIVE DATE: 09/16/1994
TITLE: Check Distribution / Attachments	REVISION DATE: 12/09/2014
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

This procedure provides instructions for proper completion and handling of Check Distribution/Attachments, F-80188.

Use Check Distribution/Attachments when:

1. Processing a normal transaction for which the system-generated remittance advice is not sufficient.
2. There are attachments to be returned to the vendor with the check, such as a vendor's remittance slip, a copy of the invoice or correspondence.
3. The mailing address to which the check is to be sent is different from the address on the Vendor File.
4. The distribution from Bureau of Fiscal Services (BFS) is other than the first class U.S. Mail. See APP Section 2 – Cash and Check Handling 3.0 (Check Distribution and Non-Routine Voucher Authorization) for specific limitations.

POLICY

To avoid processing or mailing errors, the procedures and instructions for Check Distribution/Attachments must be carefully followed. It is important that the actual keying date, not the FMS transaction date, be placed on the F-80188. The names and addresses on the F-80188 must be typed to comply with postal regulations.

Check writing tapes are released to DOA the day after the document has been keyed into the Fiscal Management System (FMS). Thus, it is important Check Distribution/Attachments be submitted to the BFS Accounts Payable/Preaudit Unit no later than the day following the actual keying date of the voucher. For institutions, the face sheets and Check Distribution/Attachments should be returned the same day face sheets are received. Failure to submit Check Distribution/Attachments promptly will cause a delay in sending the check to the vendor, or the check may be sent to the vendor without adequate documentation. This can result in additional phone calls or correspondence from the vendor.

PROCEDURES

1. Check Distribution/Attachments is available electronically. Print it on white paper with the address in black. Colored paper is not acceptable due to the poor contrast of the address and the colored background.

2. Postal regulations allow mail sent by business and governmental organizations to be sent at the economical pre-sort rate provided the mail can be processed via the scanner devices of the postal system. Handwritten addresses will be returned, to be typed, to avoid increased postage costs and/or penalties.

Also per postal regulations, add the additional four digits of the zip code if manually typing in the address on Check Distribution/Attachments.

NOTE: The address must fit into the window envelope so that the full address is visible.

3. Organizations are to prepare Check Distribution/Attachments for mailing, complete with attachments, and Check Distribution/Attachments must be sorted by the following: organization, actual keying date, voucher number, and fiscal year, if needed. For example, all FY 11s should be in one batch and all FY 12s in another batch.
4. **Check Distribution/Attachments for Next Day Check Requests made by the Institutions.** In instances where the original invoice for a next day payment request is submitted to BFS, Check Distribution/Attachments must be submitted at the same time. Check Distribution/Attachments should be completed following the instructions in Procedure 5 below to assure the check is properly mailed or picked up. If not, the check will be mailed according to the vendor file address with no attachment.
5. Individuals responsible for preparation and submission of Check Distribution/Attachments to BFS must follow the following instructions:

Clearly write in ink or type the following on Check Distribution/Attachments in the spaces provided:

- The keying date (date keyed into FMS). This should be completed by the person who actually keys the voucher into FMS.
- The organization number. Enter the three-digit organization number.
- The organization name. Enter the name of the organization, for example, DPH.
- The voucher number used for keying the invoice. This should be completed by the person who actually keys the voucher into FMS.
- The payment amount. Enter the total amount of payment included in the voucher for the vendor being paid; if more than one vendor is included in the voucher, a separate Check Distribution/Attachments will need to be completed for each vendor.

Make sure the instructions are very specific on how you wish the checks and attachments to be sent to the vendor or returned to your office.

FORMS

Check Distribution / Attachments, [F-80188](#)

REFERENCES

[DHS APP Section 2 – Cash and Check Handling 3.0](#) (Check Distribution and Non-Routine Voucher Authorization)

CONTACTS

[Expenditure Accounting Section Chief](#)