

Reclamation Manual

Directives and Standards

7-487 (12-2016)
Bureau of Reclamation

RECLAMATION
Assessing Power in the West

DAILY ABSTRACT OF REMITTANCES

Region/Office _____		Abstract No. _____		
Location _____				
Date on Remittance	Name of Remitter	Type of Remittance	Check No.	Amount
Bill No.	Fund	WBS	Cost Center	Commitment Item
BD#				
Date on Remittance	Name of Remitter	Type of Remittance	Check No.	Amount
Bill No.	Fund	WBS	Cost Center	Commitment Item
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BD#				
Date on Remittance	Name of Remitter	Type of Remittance	Check No.	Amount
Bill No.	Fund	WBS	Cost Center	Commitment Item
BD#				
Signature _____ Title _____ Date _____ <div style="text-align: center; margin-left: 100px;">Preparer</div>				
Received the above-listed remittance on _____ <div style="text-align: center; margin-left: 100px;">(month) (day) (year)</div>			SF-215 No. _____ Date of Deposit _____	
Signature _____ <div style="text-align: center; margin-left: 100px;">Authorized Collection Officer</div>				

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DAILY ABSTRACT OF REMITTANCES INSTRUCTIONS

Fill out separate Daily Abstract of Remittances forms for domestic and foreign remittances. Complete the form as follows:

Date on Remittance: The date of the check. If cash is received, enter the date received.

Name of Remitter: The name of the payee.

Type of remittance: Cash, personal check, money order, government check, cashier check, etc.

Check No.: If remittance is a check, enter the check number.

Amount: Amount of remittance.

Bill Number: If known, enter the 10-digit bill number (invoice/document number). Otherwise, enter any other identifying information - sales receipt numbers, reason for remittance - land lease, purchase of specifications, freedom of information correspondence, etc.

Fund and Work Breakdown Structure (WBS) (Optional): If the bill number is not known, and fund and WBS are available, complete this block.

Cost Center (Optional): Same as above.

Commitment Item: Same as above.

Copies - Point of Receipt: Prepare an original and two copies. Forward an original and a copy with the remittance to the Authorization Collections Officer (ACO). Retain a copy until the ACO returns a signed copy acknowledging receipt.

Authorized Collections Officer or ACO: The ACOs are responsible for furnishing copies to Lockboxes 84-27730, and other offices as needed to meet office/regional requirements.