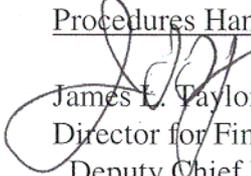


APR - 4 2001



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

MEMORANDUM FOR: All Users of the DOC Cash Management Policies and Procedures Handbook

FROM:  James L. Taylor
Director for Financial Management and
Deputy Chief Financial Officer

SUBJECT: Transmittal Memorandum Number No. 11
Chapters 1, 2, 3, 4, 5, and Appendices A, B, G, H & I of the
Cash Management Policies and Procedures Handbook (the
Handbook)

Recent changes in law, policy, and technology have necessitated several very substantive revisions to the chapters and appendices of the Handbook that are listed below.

- Chapter 1 "Introduction"
- Chapter 2 "Billings and Collections"
- Chapter 3 "Deposits"
- Chapter 4 "Disbursements"
- Chapter 5 "Cash Advances"
- Appendix A "Smartpay Card"
- Appendix B "Traveler's Checks"
- Appendix G "Government Transportation Request" (GTR)
- Appendix H "Delegations of Authority: To Designate Certifying Officers and Cashiers; and to Perform Other Financial Responsibilities"
- Appendix I "Civil Monetary Penalties"

Appendix A revises two subject areas and introduces two new items. The revisions include:

- _ Travel Card (formerly Appendix E);
- _ Fleet Card;
- _ Purchase Card; and
- _ Convenience Checks.

The above-cited chapters and appendices replace previously issued versions. Appendix A, however, replaces older versions of both Appendix A and Appendix E. The current versions of the chapters and appendices may be "downloaded" from the following website.

<http://www.osec.doc.gov/ofm/cash/cover.htm>

Any questions regarding this transmittal should be directed to Earl Cherry, at (202) 482-4142 or by E-mail at ECherry@doc.gov