

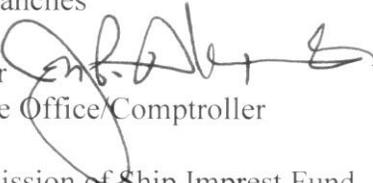


UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
CHIEF FINANCIAL OFFICER

December 28, 2007

MEMORANDUM TO: Field Finance Branches

FROM:

Jon P. Alexander 
Director, Finance Office/Comptroller

SUBJECT:

Electronic Submission of Ship Imprest Fund
Reimbursement Vouchers
Policy Memorandum 08-01

Background: In support of its mission, NOAA operates a fleet of research and survey ships. Each of these ships maintains an imprest fund for making necessary cash disbursements. Cash disbursements are required for the payment of commuted subsistence for wage marine employees in accordance with union agreements and for the purchase of food, supplies, services, and other items where vendors require payment in cash.

Existing NOAA Finance policy requires the submission of original imprest fund reimbursement vouchers and supporting documentation for the replenishment of an imprest fund. Since original documentation is only available related to NOAA ship imprest funds when a ship is in port, there have been increasing instances where a ship's imprest fund has become depleted (or nearly so) while at sea. Permitting the submission of electronic copies of ship imprest fund reimbursement vouchers and supporting documentation while at sea, would allow sufficient time for the processing and payment of the reimbursement voucher and ensure prompt replenishment of the imprest fund when the ship returns to port.

Purpose: The purpose of this policy memorandum is to establish policy concerning the submission and processing of electronic copies of NOAA ship imprest fund reimbursement vouchers and supporting documentation.

Policy: When a NOAA ship imprest fund authorizing official has determined that it is likely that the ship's imprest fund will become depleted before the next return to port, the imprest fund authorizing official may authorize the submission of an electronic copy of an imprest fund reimbursement voucher and supporting documentation.

The appropriate ship imprest fund personnel should submit electronically (either by facsimile or as a scanned attachment to an e-mail) the imprest fund reimbursement voucher and supporting documentation to the NOAA Marine and Aviation Operations



(NMAO). After appropriate verification of authenticity and any additional required internal NMAO review and approval processing, NMAO should submit a hard copy of the electronically-submitted reimbursement voucher and supporting documentation to the NOAA Finance Office for payment.

The Finance Office will then process the reimbursement voucher in accordance with established procedures based on these non-original documents. When the ship returns to port, the original reimbursement voucher and supporting documentation will be submitted by NMAO to the NOAA Finance Office. To avoid subsequent duplication of payment, a written statement signed and dated by the imprest fund custodian should be added to the original reimbursement voucher that it was submitted previously electronically.

The NOAA Finance Office will compare, for agreement, the original documents to the previously-submitted non-original documents. Any discrepancies must be resolved. The NOAA Finance Office will process any needed adjustment to the previously-processed reimbursement request.

cc: NMAO3 – Mitch Luxenberg