

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 65-101**

1 January 2003

Financial Management



FUNDS COLLECTION/STORAGE PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AFIT/RPB (Mr. James Moyer)
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This Instruction prescribes procedures to control and deposit fees collected by the Air Force Institute of Technology (AFIT). This regulation is applicable to all components within AFIT located at Wright-Patterson AFB, Ohio.

1. Protection of Funds (Checks and/or Cash).

- 1.1. Funds storage containers must be approved by 88 ABW/SFS for cash. The container will be a UL-rated safe, GSA-approved security container or steel security filing cabinet modified locally to secure funds individually against unauthorized entry with a built-in, three-position, changeable, dial-type combination lock as indicated in AFI 31-209.
- 1.2. Checks can be safeguarded in any locked container.
- 1.3. Funds will not be stored with classified items, AFI 31-401, Information Security Program.
- 1.4. Any cash received during normal duty hours by activities not having an approved container must be deposited at once with AFIT/RPB.
- 1.5. Offices Storing Funds. The supervisor of an activity that receives and/or stores funds will notify AFIT/RPB in writing where the IL-rated safe, GSA approved security container is located. AFIT/RPB will keep a list of these activities (currently the safe is maintained in RPB).

2. Offices Receiving Funds will:

2.1. Only accept checks for requested services. As soon as an activity receives a check, the words "For Deposit Only, DSSN 503000, Wright-Patterson AFB OH 45433-7765" will be stamped or typed on the back. This is to make sure the check is not cashed improperly.

2.2. AFIT 2-Letter Resource Advisor (RA) prepares four copies of DD Form 1131, Cash Collection Voucher. The RA puts the accounting classification applicable to the deposit on the DD Form 1131. The RA maintains one copy of the DD Form 1131 a copy of the check. The original check and three copies of the DD Form 1131 are then hand carried to AFIT/RPB for deposit by the close of business that same day. If you are unable to deliver your checks by COB that day, they must be safeguarded in a locked container until the next business day.

3. AFIT/RPB will:

3.1. Record all checks received on "Record of Checks Received/Deposited" log (no form number). Show the date the check was received, check date and number, amount, and payer.

3.2. Prepare deposit slip and SF 215, Deposit Ticket, to deposit checks/cash at the designated bank. Take DD Form 1131 and two copies of SF 215 to ASC/FMF (Building 1, Area C).

3.3. Keep one copy of the check, SF 215 and DD Form 1131.

3.4. Make frequent deposits and keep the amount of funds stored to a minimum. Deposits will be made every Thursday or when the funds on hand exceed \$5,000.

MICHAEL L. HEIL, Colonel, USAF
Commandant
Air Force Institute of Technology