

# **4 FAM 390 CASHIER OPERATIONS**

## **4 FAM 391 GENERAL**

### **4 FAM 391.1 Scope and Applicability**

*(TL:FIN-351; 4-30-95)*

a. 4 FAM 390 provides the Department of State policies and regulations to be followed in establishing, managing, operating and accounting for Department of State cashier operations in the United States and at posts abroad. Detailed operational guidance for cashier operations is provided in the Treasury Department Manual of Procedures and Instructions for Cashiers and the Serviced Post User Manual Appendix A, Cashier Manual for cashiers in foreign countries.

b. Policies and regulations for handling cash by United States Disbursing Officers (USDOs) are found in 4 FAM 330 , for accommodation exchange in 4 FAM 360 , and for collections in 4 FAM 320 and 4 FAH-3 H-320 .

c. Policies and regulations established by law, the Treasury Department, the General Accounting Office, and by this and other referenced FAM or FAH sections may not be changed or waived by the cashier, the cashier's supervisor, or any employee at a foreign service post or office in the United States. All requests for changes to policies or regulations must be made to the Director, Office of Financial Policy and Management Control, FMP/F/FMS/FPMC.

### **4 FAM 391.2 Authorities**

*(TL:FIN-351; 4-30-95)*

Several authorities govern the administration of cash held outside of Treasury or USDOs:

(1) Treasury Financial Manual, Volume 1, Part 4 Chapter 3000 and Chapter 4000, and Part 6-Chapter 8000.

(2) Manual of Procedures and Instructions for Cashiers Operating Under 31 U.S.C. 3321 (referred to as the Treasury Cashier's Manual) reissued July 1985.

(3) General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies;

—Title 7, Sections 6.8 for guidance on the management of imprest funds;  
and

—Title 7, Sections 6.2 through 6.6 for information about disbursement forms, documentation, examination, approval and certification, and control over disbursements.

(4) Code of Federal Regulations (CFR), Title 41, Chapter 1, Section 1-3.604, on the uses of imprest funds for procurement.

## **4 FAM 392 THROUGH 399 UNASSIGNED**