



United States Department of Agriculture  
Rural Development  
Texas State Office

USDA Rural Development Texas AN No. 593 (1951-B)

JUN 08 2006

**TO:** All Offices

**FROM:** Bryan Daniel  
State Director *B. Daniel*

**SUBJECT:** Log of Checks/Money Orders stored in Safe

**PURPOSE/INTENDED OUTCOME:** To establish concise direction on handling checks and money orders held in the state and local offices.

**COMPARISON WITH PREVIOUS AN:** This Texas AN replaces Texas AN No. 587, which expired February 28, 2006.

**IMPLEMENTATION RESPONSIBILITIES:** There are several reasons for a check or money order to be stored in the local/state office safe for a relatively short period of time. Cash should not be stored in the safe. If cash is collected, it should be immediately converted to a cashier's check or money order.

For management control purposes, it is important that we are all aware if checks are stored in the safe, for what purpose, for how long, and when they are distributed, disbursed, or remitted.

Effective immediately, please complete the attached Log of Checks for each check or money order that is stored in your safe. Post to the Log of Checks each time a check or money order comes in or goes out. The Log of Checks should be stored in the safe separately from the checks and money orders, preferably in a separate drawer.

A Log of Checks should be prepared each month. At the end of each month, file the Log of Checks in your monthly collection file (1951-B) in position four (4). Transfer any checks or money orders from the previous month that are still in your safe to the next month's Log of Checks.

If you have any questions, please call Donna Freytag at 254-742-9704.

Attachment

**Expiration Date:**  
May 31, 2007

**Filing Instructions:**  
Following RD Instructions 1951-B

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Phone: (254) 742-9700 • Fax: (254) 742-9709 • TDD: (254) 742-9712 • Web: <http://www.rurdev.usda.gov>

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