



OFFICE
OF THE
COMMISSIONER

TREASURY FINANCIAL MANUAL

(formerly Treasury Fiscal Requirements Manual)

DEPARTMENT OF THE TREASURY

Fiscal Service

BUREAU OF GOVERNMENT FINANCIAL OPERATIONS

TRANSMITTAL LETTER NO. 347

VOLUME II

TO FEDERAL RESERVE BANKS AND BRANCHES

1. PURPOSE

This transmittal letter releases revised Volume II of the Treasury Financial Manual, which is written specifically for the Federal Reserve banks and branches.

2. BACKGROUND

Previously, II TFRM provided procedures for several groups within one volume (i.e., Federal Reserve banks and branches, Treasury Tax and Loan Depositories, Domestic Depositories, and Overseas Depositories). To eliminate the confusion caused by addressing several groups, a specific volume and transmittal letter series is now published for each group.

3. OTHER CHANGES

a. The name of the manual has also changed. In this, and all future releases, the Treasury Fiscal Requirements Manual (TFRM), is now entitled the Treasury Financial Manual (TFM).

b. The TFM has a completely new look. The volumes are being published using the latest technology. The masthead has been redesigned to conform with standards for laser printing technology, which should expedite publication and distribution. The former typewritten copy has been replaced with a printed, two-column format for easier reading. The publication is produced in photocomposition through use of a computer. All volumes of the TFM are now being published in the same format.

c. The material in this volume contains only minor editorial revisions, with the exception of II TFM 8-3000 and Appendix No. 1 to II TFM 5-2000, which are new material. Part 3 is now blank, but will be issued in the near future.

d. Due to a recent move, the address and telephone number for the Government Accounting Systems Staff have been revised.

4. RESCISSION

This release rescinds II TFRM Bulletin No. 80-03 (T/L 326), Daily Balance Wire Format, which now appears as Appendix No. 1 to Chapter 5-2000. It also rescinds II TFRM Bulletins Nos. 81-01 (T/L 333) and 81-02 (T/L 335), which have been codified in Chapter 4-4000.

5. MATERIAL TRANSMITTED

II TFM, which replaces II TFRM, including Tables of Contents and Appendices. A new Transmittal Letter Checklist is also included.

6. EFFECTIVE DATE

Upon receipt.

7. INQUIRIES

Questions concerning this transmittal letter should be directed to the Regulations Group, Government Accounting Systems Staff, Bureau of Government Financial Operations, Department of the Treasury, Treasury Annex No. 1, SB-507, Washington, D.C. 20226 (Telephone 202-376-0907).



Michael D. Serlin
Assistant Commissioner

Date: December 13, 1983

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PART I - INTRODUCTION

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II TFM 4-7000

CHAPTER 7000 - PROCEDURES FOR PROCESSING POSTAL MONEY ORDERS

Section 7010 - SCOPE AND APPLICABILITY

This chapter prescribes the procedures to be followed by Federal Reserve banks and branches (FRBs) in handling paid U.S. Postal Money Orders. These procedures cover the responsibility of the United States Postal Service (USPS) to pay, reconcile, and audit postal money orders. Treasury prescribes the method of processing the charges through Treasury's General Account.

Section 7015 - AUTHORITY

These instructions are issued according to authority of the Secretary of the Treasury to prescribe regulations to FRBs in connection with their fiscal agency responsibilities under 12 U.S.C. 265 and 391.

Section 7020 - GENERAL INFORMATION AND FORMAT

All post offices sell paper money orders to the public. These money orders are paid at commercial banks and other depositaries of the Federal Reserve System and sent to FRBs. The FRBs will charge the account of USPS for the amount of the paid money orders and report these charges on the daily transcript of the U.S. Treasury. The FRBs then will send the money order documents to USPS. Upon receipt of the money order documents from the FRBs, USPS will reconcile and audit the documents. USPS will report all money order transactions on the Statement of Transactions to the Deposit Reconciliation Branch (TFM 4-7095) at the end of each month.

Paper money orders are 3 1/4 inches high, 6 inches long, and are designed to meet American Bankers Association (ABA) check standards and characteristics, including MICR preprinting (Appendix No. 1.) The ABA routing number with the check digit in the transit field (0000-0020 or 000000204) is shown on each money order. The general format and the upper serial number is printed by the forms printer. The date, post office number, and the upper amount is entered by the postal clerk at time of issue. In the lower MICR line, the bank routing number and the on-us field (Money Order Serial Number) are entered by the forms printer. The "pay to" and "purchaser" information is entered by the postal customer who purchases the money order.

All FRBs are advised of the presence of the OCR Read Band, with a width of 9/16ths of an inch beginning 3/8ths of an inch from the top of each paper money order which is used by the USPS for processing paid money orders. FRBs are requested to refrain from writing, stamping, marking, endorsing, etc., in the area of the OCR Read Band. FRBs are further requested to avoid, if possible, any heavy endorsing on the reverse side of the money order in the area of the OCR Read Band.

There are a number of outstanding "punch card" postal money orders that were issued prior to the introduction of paper style postal money orders in the spring of 1973, which bear the ABA routing number 0000-0119. These money orders have a commercial life of 20 years. Processing instructions for the "punch card" postal money orders are in II TFM 4-7070 of these instructions.

Section 7030 - DEFINITIONS

The terms used in this chapter are defined as follows:

- Federal Reserve Banks (FRBs). This term refers to district banks and branch banks of the Federal Reserve System.
- Banks. These are the commercial banks and other depositaries of the FRBs.

7030.10 - MOD. This is the abbreviation of the Money Order Division of the USPS Postal Data Center at St. Louis, Missouri, which has accounting and auditing control over money orders.

7030.15 - Money Order. Unless otherwise qualified, this term means the Postal Money Order that has the ABA routing number 0000-0020 or 000000204 shown on the form.

7030.20 - Replacement Money Order. A money order issued by the USPS to replace another money order. It will contain a different serial

number (starting with 99) but will not be subject to any special processing by the FRBs.

7030.25 - Fit Money Order. A money order that can be completely processed on high speed processing equipment.

7030.30 - Mutilated Money Order. A money order not physically fit for processing on high speed equipment. This does not include money orders bearing unreadable MICR characters in the on-us field.

7030.35 - Old Style Money Order. A card style money order bearing ABA routing number 0000-0119.

7030.40 - International Reissue Money Order (Appendix No. 1). This money order appears similar to the Domestic Money Order; however, the validation plate on the money order is preprinted, not imprinted, and no monetary limitation is shown on the face of the money order. These money orders are negotiable for a maximum of \$400.00, as noted on the reverse of the document. All International Reissue Money Order serial numbers will begin with "89." Unlike domestic money orders, international money orders are valid for a period of only 1 year. The expiration date is printed on the face of the money order. If presented within the period of validity these money orders should be negotiated and processed in the same manner as domestic money orders.

7030.45 - Domestic-International (Semidomestic) Money Orders (Appendix No. 1). These money orders are issued by 14 countries, with which the United States has agreements, and the money orders from these countries are accepted for payment in the United States. Appendix No. 1 gives a list of the 14 countries that issue the money orders.

7030.50 - International Postal Money Orders (Appendix No. 1). These money orders are similar to domestic and international reissue money orders. All international money order serial numbers begin with the number "88." The lower right-hand corner of these orders is annotated "Not negotiable in USA." Any international postal money orders deposited by a member bank should be returned to the presenting bank so that the bank may recover funds from the customer who presented it for payment.

7030.55 - Non-Negotiable International Money Orders (Appendix No. 1). These are foreign money orders, other than semidomestic, and cannot be accepted for payment in the United States. These money orders, purchased in foreign countries and mailed to persons in the United States and cashed at local banks, should be charged back through banking channels to the original endorser. The bulk of the money orders is received from France, Germany, Australia, Great Britain, Belgium, and New Zealand.

7030.60 - Bank No. or FRB Code (Appendix No. 1). This term refers to the four digits of the FRB routing symbol. This number is to be used on various documents for charging or shipping of money orders to USPS.

7030.65 - Batch. This is a group of paid money orders placed under one control total (or subtotal) by the FRB. A separate USPS Batch Locator Control Document will precede the items in each batch. Normally, a batch of fit money orders will consist of not more than 500 items, and a batch of mutilated money orders will consist of not more than 200 items (II TFM 4-7075).

7030.70 - USPS Batch Locator Control Document (Appendix No. 1). The USPS Batch Locator Control Document is a preprinted document furnished by the USPS to the FRBs. The document is inserted at intervals of not more than 500 money orders by the FRB. It is sequentially numbered and each sequence should be maintained in the insertion of the document.

7030.75 - Batch Number. This is a 7-digit-sequential number shown in the OCR and MICR read line of the USPS Batch Locator Control Document.

7030.80 - Reasonable Tolerance. This term is used when USPS verifies charges made by the FRBs for paid money orders as indicated on the PS Form 1175 "Domestic Money Orders - Recapitulation of Batch Totals," and finds a minor difference in the amount which the USPS will not require to be adjusted.

7030.85 - Box Label (Appendix No. 1). FRBs are to be advised that the front end of each box of money orders forwarded to the MOD will be labeled to show the FRB Code, transcript charge date, box number, and total number of boxes in the shipment.

Section 7035 - CHARGES FOR POSTAL MONEY ORDERS

The FRBs will prepare SF 5515, "Debit Voucher," for 8-digit accounting station code or agency location code (ALC) 18-00-0005 to charge postal money orders based on cash letters or other deposit documents received that have accompanying postal money order documents. After machine classification is made, in order to correct any amount undercharged for money orders made on the original charge of the SF 5515, another SF 5515 will be prepared and processed. If an overcharge is made on the original SF 5515, the FRB will process an SF 215 "Deposit Ticket" for the amount overcharged to ALC 18-00-0005. Appendix No. 1 provides instructions and the distribution of the SF's 5515 and 215. The net amount of all debit vouchers and deposit tickets reported to ALC 18-00-0005 must be shown on the FRBs Daily Balance Wire to BGFO on line 14-A. This amount is reconciled to the confirmed copies of the debit vouchers and deposit tickets received at MOD, St. Louis, Missouri.

PS Form 1901 "Advice of Classification for Postal Money Orders" is basically a reconciliation form prepared by the FRB. Certain data from the SF's 5515 or 215 (confirmed date, document, number, and amount) will be shown under the block titled "Charge to ALC 18-00-0005." This amount must agree with the total for the block titled "Classification of Postal Money Orders" which reflects the description, code, number of items, and amount of the postal money orders being shipped. The money order documents will be shipped to MOD, St. Louis, Missouri. Adjustments of errors made on previous shipments will also be reported under the "Classification of Postal Money Orders" block and supported by completing the "Schedule of Adjustments Entered Under Code 003" shown at the bottom of the PS Form 1901 (Appendix No. 1). **NO COPIES OF THE PS FORM 1901 WILL BE SENT TO TREASURY.**

Each PS Form 1901 is accountable to USPS, therefore, if the FRB voids a PS Form 1901, send all copies to:

Postal Data Center
Processing Control Division
Attn: Accounting Section
P.O. Box 14431
St. Louis, MO 63180

These voided copies should not be included with the shipment of money orders. If the PS Form 1901 is destroyed, Processing and Control Division, Accounting Section, should be advised in writing.

Section 7040 - PROCESSING FIT MONEY ORDERS

Batching and Listing Fit Money Orders. Paper money orders are MICR printed with the routing code (including a routing number of 0000-0020 or 000000204) and the serial number with check digit. The routing number is also preprinted in the upper right corner on the form, which is in the location and front as prescribed by the ABA. FRBs will process FIT money orders as follows:

- Receive money orders from banks and process on high speed equipment in the manner most compatible with the processing of other categories of cash items.
- Prepare batches of no more than 500 items.
- Insert (in numerical sequence) USPS batch Locator Control Documents so that one is filed at the beginning of each batch of money orders to be read.
- Create a paper-tape list of serial numbers with optional check digit and amount of each money order read. The list will show the batch number and a subtotal for each batch with an overall total of all money orders listed on the paper tape.
- The total amount of fit items should be entered on PS Form 1901, code 100.
- Money orders bearing unreadable MICR characters in the on-us field are not to be rejected and handled as mutilated. List the characters that can be read on the paper tape as a reconciliation aid.

7040.10 - Preparation of Recapitulation of Batch Totals. Prepare a PS Form 1175 (Appendix No. 1) or equivalent machine produced summary daily for the batches processed and listed on the paper tapes. Enter each batch number, item count, and total separately. The DAILY TOTAL line of the PS Form 1175 must equal codes 100 and 110 on the PS Form 1901. Submit a separate PS Form 1175 to support code 400 of "Dom. Intl" on the PS Form 1901.

7040.20 - Adjustments Between Amounts Charged and Money Orders Listed. The total amount of the PS Forms 1175 should agree with the amount classified on the PS Form 1901. If the total amount of the PS Form 1175 is larger

than the amount shown on the PS Form 1901, prepare another SF 5515 for the NET AMOUNT OF THE DIFFERENCE and process for ALC 18-00-0005. Whenever the total amount of the PS Form 1175 is less, prepare an SF 215 for ALC 18-00-0005 and process for the NET AMOUNT OF THE DIFFERENCE. These documents will be functioned on the daily transcript and listed on the PS Form 1901.

7040.30 - Shipping Money Orders. Instructions for shipping money orders to MOD are as follows.

- Place batches of money orders, including the USPS Batch Locator Control Documents in shipping boxes. Maintain the money orders and batches in the same sequence as they were read and listed on the paper tape list.
- Mail the original PS Form 1901 to:

Postal Data Center
Processing Control Division
Attn: Accounting Section
P.O. Box 14431
St. Louis, MO 63180
- Attach the last three copies of PS Form 1901, to the PS Form 1175 or machine equivalent and place all documents in the last box of money orders for that day.
- Place the paper tape list and the mutilated tapes in the same box.
- Batches of mutilated money orders may be included in the same box or in the same shipment as fit money orders, provided the batches of mutilated money orders are clearly identified as mutilated.
- Place a completed box label on the front of each box. The boxes should bear sequential numbers on the labels (e.g., "Box 2 of 4") to facilitate USPS processing.
- When justified by the number of boxes shipped, the boxes may be in the larger No. 5 box shipping carton.
- Place the boxes and cartons in mail pouches for delivery to the USPS representatives. Due to the limited space available

on the pouch label, the mailing address on the label should read as follows:

St. Louis Missouri 63182
MOD P.O. Box 14963
From: F.R.B. (City)

Shipment will be made to the MOD by registered mail using pouches with rotary locks provided by the USPS.

Section 7050 - PROCESSING MUTILATED MONEY ORDERS

This section relates to the handling of mutilated paper money orders with ABA routing numbers 0000-0020 or 000000204.

7050.10 - Mutilated paper money orders must be grouped in batches not to exceed 200 documents in a batch. If the total number of mutilated items does not exceed 200, they may be handled as one batch. For larger quantities, make as many batches as necessary, not exceeding 200 in any one batch.

7050.20 - Insert a USPS Batch Locator Control Document at the beginning of each batch of mutilated money orders.

7050.30 - Prepare an adding machine listing of each batch showing the following information:

- FRB name or code at the top.
- The amount of each item.
- The total amount of the batch.
- FRB clearance date.
- Batch number.

7050.40 - Batches of the paper money orders that cannot be machine processed without first being MICR amount encoded may be delivered to the USPS representative without processing, provided the above requirements are essentially met.

7050.50 - The total amount of mutilated items should be entered on the PS Form 1901, code 110.

Section 7060 - DETECTION OF STOLEN OR RAISED MONEY ORDERS

FRBs are not required to institute regular routing procedures for the detection of stolen or raised

money orders. However, each FRB will cooperate, in special circumstances, to aid USPS representatives in the detection of these items.

Section 7065 - ADJUSTMENT OF ERRORS

Adjustment of errors and charges by the FRB will be made by using SF 5515 for ALC 18-00-0005, and PS Form 1176 "Schedule of Differences in Money Order Clearances". (Appendix No. 1). All charges or credits accepted will be identified by the FRB, itemizing the schedule number, as indicated on PS Form 1176, and amount on the PS Form 1901 for code 003.

Section 7070 - PROCESSING OLD STYLE MONEY ORDERS

"Punch card" money orders that have the ABA routing number 0000-0119 will be handled as mutilated items. They should be identified as old style "punch card" money orders on the PS Form 1901 for code 004.

Section 7075 - PROCESSING DOMESTIC-INTERNATIONAL MONEY ORDERS (SEMIDOMESTIC)

Canadian money orders, ABA routing number 0000-0127, and Canal Zone money orders, ABA routing number 0000-0800, can be mechanically processed; all others must be processed manually. The batch size of Canadian money orders cannot exceed 200 documents. Money orders of different countries cannot be intermingled; each country must be batched separately. The total of all domestic-international money orders should be shown under code 400 on the PS Form 1901.

Section 7080 - OTHER PROCEDURAL MATTERS

7080.10 - Postal Service Reimbursement to FRBs. The Postal Service has agreed to reimburse the FRBs for services provided in processing postal money orders beyond the level of service provided to financial institutions paying cash items. Charges will be determined by an annual survey, according to Federal Reserve and U.S. Postal Service agreements, and will be billed monthly with a single bill for each Federal Reserve District submitted to the Money Order Division, and will be paid at the end of each 6 months. The Postal Service reserves the right to review and challenge the method used in calculating these charges.

7080.20 - Replacement of Money Order Lost in Transit. When a money order is lost in transit, in place of submitting a photostatic copy, a PS Form 6401 "Domestic Money Order Inquiry", must be submitted (Appendix No. 1). The forms are available at all post offices. The money order serial number, amount, purchaser or payee, name and address to whom a replacement is to be issued, and the written signature of the person filing the request for replacement must be completed on the PS Form 6401. The remaining information should be provided, if available, to aid in the replacement process. If the original money order has been paid, a replacement cannot be issued. A photocopy of the paid item will be provided without cost to the FRB.

Requests for information from member banks as to FRB date, batch number, and amount in which a particular money order was enclosed but listed free; was MICR encoded wrong or was processed but not credited to the bank, should be made by memorandum or letter to:

Redemption Reconciliation Section
Money Order Division
P.O. Box 14975
St. Louis, MO 63182

If a replacement was previously requested and the request was returned "Paid", then the information on the returned PS Form 6401 should be provided as part of your memorandum or letter.

7080.30 - Alternative Procedures. The Postal Service and the Federal Reserve System will continue, as capabilities and resources permit, to work toward truncating Postal Money Orders at the FRBs for subsequent data transmission to the Money Order Division. Acceptable alternative procedures resulting from this effort will be specified in subsequent amendments to this chapter.

Section 7090 - PROCUREMENT OF FORMS

The Postal Service forms PS-1901 and 1175 may be obtained from:

St. Louis Postal Data Center
P.O. Box 14963
St. Louis, Missouri 63182

However, obtain pouch labels (showing the mailing address for money orders), box labels, and money order shipping boxes from your local postmaster.

Section 7095 - INQUIRIES

Questions concerning the processing of Postal money orders may be directed to:

St. Louis Postal Data Center
P.O. Box 14963
St. Louis, MO 63182
(Telephone 314-425-5475;
FTS 279-5475)

Inquiries relating to Domestic - International money orders (semidomestic) should be addressed to:

St. Louis Postal Data Center
P.O. Box 14972
St. Louis, MO 63182

Questions on accounting documentation that affect Treasury's General Account may be directed to:

Deposit Reconciliation Section
Division of Government Accounts and Reports
Bureau of Government Financial Operations
Department of the Treasury
Treasury Annex No. 1
Attn: GAO Bldg., Room 3108
Washington, D.C. 20226
(Telephone 202-566-6521)

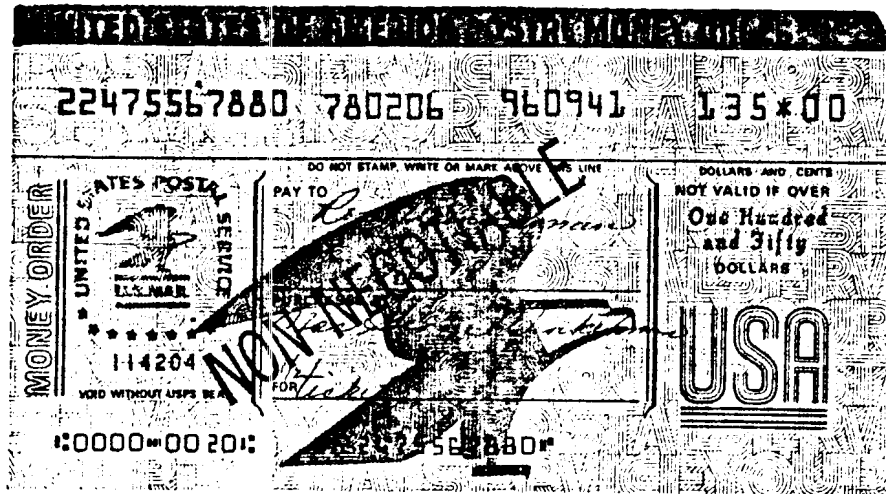
APPENDIX NO. 1 LISTING
FORMS PRESCRIBED FOR PROCESSING POSTAL MONEY ORDERS

| <i>Form</i> | <i>Title</i> |
|--------------|---|
| | Postal Money Orders |
| | Postal Money Orders |
| | Domestic-International (Semi- domestic Countries) |
| | Bank No. or FRB Code |
| | USPS Batch Locator Control Document |
| Label 9 | Money Order File Locator No. |
| SF 5515 | Debit Voucher |
| SF 215 | Deposit Ticket |
| PS Form 1901 | Advice of Classification for Postal Money Orders |
| PS Form 1175 | Domestic Money Orders — Recapitulation of Batch Totals (Domestic - Fit and Mutilated) |
| PS Form 1175 | Domestic Money Orders — Recapitulation of Batch Totals (Semidomestic) |
| PS Form 1176 | Schedule of Differences in Money Order Clearances |
| PS Form 6401 | Domestic Money Order Inquiry |
| | Non-Negotiable International Money Orders |

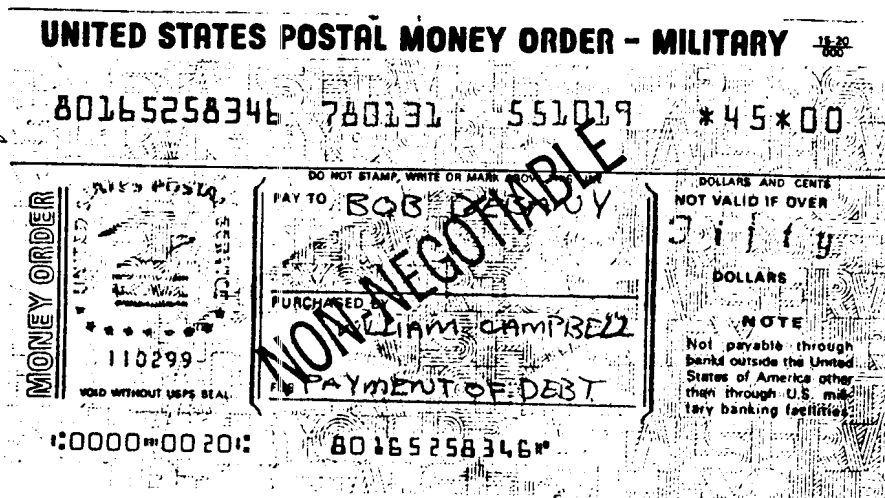
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Postal Money Orders

4-7020



Domestic Postal Money Order



Military Postal Money Order

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Postal Money Orders

4-7020
4-7030.50
4-7030.60

UNITED STATES OF AMERICA POSTAL MONEY ORDER

| SERIAL NO. | MO. | DAY | YEAR | CC - LIST | INT. NO. | INTERNATIONAL REISSUE |
|------------|-----|-----|------|-----------|----------|-----------------------|
| 8900746079 | MAR | 30 | 1978 | 708-001 | 0000013 | \$ *11.00 |

PAY ELEVEN DOLLARS AND NO CENTS

PAY TO: JOHN SMITH
P O BOX 300
DURHAM NC 27706

FROM: LARRY SMITH
ALBOTT
MAYMARKET
AUSTRALIA

THIS MONEY ORDER IS INVALID AFTER
MAR 31 1979

UNITED STATES POSTAL SERVICE
U.S. MAIL

NON-NEGOTIABLE

⑆0000⑆0020⑆ 89007460795⑆

International Reissue Money Order

UNITED STATES OF AMERICA POSTAL MONEY ORDER

| SERIAL NO. | MO. | DAY | YEAR | CC - LIST | INT. NO. | INTERNATIONAL REISSUE |
|------------|-----|-----|------|-----------|----------|-----------------------|
| 8801382712 | MAR | 30 | 1978 | 750-033 | 0008100 | \$ *10.00 |

PAY TEN DOLLARS AND NO CENTS

PAY TO: MME AUGUSTINE EMERYERE
110 RUE DE FLANDRE
PARIS 19
FRANCE

FROM: JEAN MARIE ROAUL
8701 NW 6TH PL
GAINESVILLE FL 32607

THIS MONEY ORDER IS INVALID AFTER
MAR 31 1979

UNITED STATES POSTAL SERVICE
U.S. MAIL

NON-NEGOTIABLE

** not **
** negotiable **
** in USA **

88013827124⑆

International Postal Money Order

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DOMESTIC INTERNATIONAL (SEMIDOMESTIC) COUNTRIES

Countries where money order services available on domestic basis are:

| | |
|-----------------------------|----------------------------|
| Antigua | Dominica |
| Bahamas | Grenada |
| Barbados | Montserrat |
| Belize | Saint Kitts-Nevis-Anquilla |
| British Virgin Islands | Saint Lucia |
| Canada (U.S. Currency Only) | Saint Vincent |
| Canal Zone | Trinidad & Tobago |

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Bank No. or FRB Code

| <u>Federal Reserve bank and</u> | <u>Code</u> | <u>Federal Reserve bank and branches</u> | <u>Code</u> |
|-------------------------------------|-------------|--|-------------|
| Atlanta | .0610 | Little Rock | .0820 |
| Baltimore | .0520 | Louisville | .0830 |
| Birmingham | .0620 | Los Angeles | .1220 |
| Boston | .0110 | Memphis | .0840 |
| Buffalo | .0220 | Miami | .0660 |
| Charleston, W.V. | .0430* | Milwaukee | .0420* |
| Charlotte | .0530 | Minneapolis | .0910 |
| Chicago | .0710 | Nashville | .0640 |
| Columbia | .0410* | New Orleans | .0650 |
| Columbus | .0440 | New York | .0210 |
| Dallas | .1110 | Oklahoma City | .1030 |
| Denver | .1020 | Omaha | .1040 |
| Des Moines | .0730 | Philadelphia | .0310 |
| Detroit | .0720 | Portland | .1230 |
| El Paso | .1120 | Richmond | .0510 |
| Helena | .0920 | Salt Lake City | .1240 |
| Houston | .1130 | San Antonio | .1140 |
| Indianapolis | .0740 | San Francisco | .1210 |
| Jacksonville | .0630 | Seattle | .1250 |
| Kansas City | .1010 | St. Louis | .0810 |

* Until the supply of USPS Batch Locator Control Document cards has been exhausted, these three branches will report under the codes listed above on all documentation forwarded to U.S. Postal Service.

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USPS Batch Locator
Control Document

4-7030.80

| FRB CODE | SEQUENTIAL NUMBER | |
|--|-------------------|--------------|
| 1220* | 4064002 | |
| <u>USPS BATCH LOCATOR</u> <u>CONTROL DOCUMENT</u> | | |
| ⑈⑈⑈⑈⑈⑈⑈ 1220⑈ | 4064002⑈ | ⑈0000000000⑈ |

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Label 9

4-7030.95

| | | | | | | | | |
|--|------|--------------------|---------|---------|---|----|---|-------|
| F.R.B. CODE | 1220 | TRANSCRIPT DATE | 7-20-78 | BOX NO. | 2 | OF | 4 | BOXES |
| (Space below reserved for U.S. Postal Service) | | | | | | | | |
| MONEY ORDER FILE LOCATOR NO. | | | | | | | | |

Label 9, Jan 1973

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SF 5515

4-7035

| STANDARD FORM 5515 (11/67) PRESCRIBED BY DEPT. OF TREASURY 177 RM 6 3000 | | DEBIT VOUCHER | | DEPARTMENT OF THE TREASURY BUREAU OF GOVERNMENT FINANCIAL OPERATIONS | |
|---|---|---|--------------------------|---|--|
| VOUCHER NUMBER (1) 12345 | DATE OF DEBIT TO U.S. TREASURY'S ACCOUNT (2) 071878 M M D D Y Y | 8-DIGIT AGENCY ACCOUNTING STATION CODE OR 4-DIGIT DISBURSING OFFICE SYMBOL (3) 18-00-0005 | AMOUNT (4) 450,998.78 | | |
| <input type="checkbox"/> UNCOLLECTIBLE ITEM <input checked="" type="checkbox"/> OTHER (Explain in Block 9) | | DEPOSITARY USE REDEEMED POSTAL MONEY ORDERS | | | |
| (5) DEBITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS DIRECTOR, POSTAL DATA CENTER PROCESSING & CONTROL DIVISION ACCOUNTING SECTION P.O. BOX 14431 ST. LOUIS, MO 63180 | | (7) NAME AND ADDRESS OF DEPOSITARY FEDERAL RESERVE BANK LOS ANGELES, CALIF 90054 1220 (8) CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE DEBITOR ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS MUST BE RETURNED TO THE DEPOSITARY OR APPROPRIATE OFFICE. | | | |
| (6) DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE | | Eileen Smith AUTHORIZED SIGNATURE | | | |
| (10) DEPOSITARY FORWARD TO DEBITOR DEPOSIT OR SUBMIT THIS COPY WITH MONTHLY REPORT TO DEPARTMENT OF THE TREASURY | | ORIGINAL | | | |
| (11) DEPOSITARY WILL RETAIN THIS COPY | | MEMORANDUM COPY | | | |
| (12) DEPOSITARY FORWARD TO DEBITOR | | DEPOSITARY COPY | | | |
| | | CONFIRMED COPY | | | |

Instructions for Preparing SF 5515 for Charging
U.S. Postal Money Orders

Block Number

- (1) Self-explanatory (Voucher number is preprinted on form).
- (2) Insert date amount was charged.
- (3) Insert the U.S. Postal Service eight-digit agency accounting station code or agency location code (ALC) 18-00-0005.
- (4) Insert the total amount of charges for Postal Money Orders from cash letters or other documents.
- (5) Place the letter "X" in the block in front of "OTHER."
- (6) Insert the following: Redeemed Postal Money Orders.
- (7) Insert name and address of the Federal Reserve bank or branch and its Bank Code as shown in this appendix on page 4 of 14.
- (8) Self-explanatory.
- (9) Insert the address as shown in this exhibit.

Distribution of SF 5515 Copies

Copy

- | | |
|-----------------------------|---|
| Original | Transmit on TFS Form 17, Transcript of the General Account of the U.S. Treasury, on the date charge was made. |
| Memorandum } Confirmed } | Mail to address shown in block (9). |
| Depository | Retained by Federal Reserve Bank or branch. |

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| STANDARD FORM 215 (1/76) PRESCRIBED BY DEPT. OF TREASURY TFRM 5-3600 | | DEPOSIT TICKET | | DEPARTMENT OF THE TREASURY BUREAU OF GOVERNMENT FINANCIAL OPERATIONS | |
|--|---|---|--|---|--|
| DEPOSIT NUMBER (11) 362800 | DATE PRESENTED OR MAILED TO BANK (12) 07 19 78 M M D D Y Y | 8-DIGIT AGENCY ACCOUNTING STATION CODE OR 8-DIGIT DISBURSING OFFICE SYMBOL (13) 18-00-0005 | AMOUNT (14) 2,5657.90 | | |
| AGENCY USE ADJUSTMENT FOR REDEEMED POSTAL MONEY ORDERS | | | | | |
| (15) DEPOSITOR TITLE, DEPARTMENT OR AGENCY AND ADDRESS DIRECTOR, POSTAL DATA CENTER PROCESSING & CONTROL DIVISION ACCOUNTING SECTION P.O. BOX 14431 ST. LOUIS, MO 63180 | | | (16) NAME AND ADDRESS OF DEPOSITORY FEDERAL RESERVE BANK 1220 LOS ANGELES, CALIF 90054 | | |
| (17) DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE | | | (18) CONFIRMED COPY John J. Blank 899878 AUTHORIZED SIGNATURE CONFIRMED DATE | | |
| (19) DEPOSITOR RETAIN THIS COPY WHEN MAKING DEPOSIT. AFTER RECEIVING CONFIRMED COPY FROM BANK INSERT THE CONFIRMED DATE IN BLOCK NO (8) ABOVE ON THIS COPY AND SUBMIT THIS COPY WITH YOUR MONTHLY REPORT TO THE DEPARTMENT OF THE TREASURY | | | MEMORANDUM COPY | | |
| (20) DEPOSITOR RETAIN THIS COPY FOR INTERNAL USE DO NOT SUBMIT THIS COPY TO DEPOSITARY | | | DEPOSITORY COPY | | |
| (21) DEPOSITARY DATE SIGN AND RETURN THIS COPY TO DEPOSITOR | | | AGENCY COPY | | |
| | | | CONFIRMED COPY | | |

Instructions for Preparing SF 215 for Adjusting
Amounts Charged for U.S. Postal Money Orders

Block Number

- (1) Self-explanatory (Deposit number is preprinted on form).
- (2) Insert date amount was adjusted.
- (3) Insert the U.S. Postal Service eight-digit agency accounting station code or agency location code (ALC) 18-00-0005.
- (4) Insert the amount of the adjustment.
- (6) Insert the following: Adjustment for Redeemed Postal Money Orders.
- (7) Insert name and address of the Federal Reserve Bank or branch and its Bank Code as shown in this appendix on page 4 of 14.
- (8) Self-explanatory.
- (9) Insert the address as shown in this exhibit.

Distribution of SF 215 Copies

- | | |
|-----------------------------------|---|
| Original | Transmit on TFS Form 17, Transcript of the General Account of the U.S. Treasury, on the date the adjustment was made. |
| Memorandum Agency Confirmed | } Mail to address shown in block (9). |
| Depository | |
| | Retained by Federal Reserve bank or branch. |

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| U.S. POSTAL SERVICE ADVICE OF CLASSIFICATION FOR POSTAL MONEY ORDERS | | | | | | | NO. 000002 | |
|---|----------|---------------------------|-----------------|--|--------------------|--|------------|--|
| CHARGE TO ALC 18 00 0005 | | | | CLASSIFICATION OF POSTAL MONEY ORDERS | | | | |
| DATE | DOCUMENT | NUMBER | AMOUNT | DESCRIPTION | CODE | NO OF ITEMS | AMOUNT | |
| 7-18-78 | SF 5515 | 12345 | 450,998.78 | DOMESTIC MO: INT'L REISSUE | 100 | 15,367 | 420,698.40 | |
| 7-19-78 | SF 215 | 362E00 | (25,657.90) | MUTILATED | 110 | 234 | 3,624.92 | |
| | | | | DOMESTIC INT'L | 400 | 25 | 1,012.56 | |
| | | | | ADJ NET DEBIT/CREDIT | 003 | 1 | 5.00 | |
| | | | | OLD STYLE MO: | 004 | | | |
| | | | | | 005 | | | |
| NET CHARGE TO 18-00-0005 | | | 425,340.88 | TOTAL POSTAL MONEY ORDERS CLASSIFIED CODE 700 | | | 425,340.88 | |
| FEDERAL RESERVE BANK OR BRANCH Los Angeles, CA | | | | FRB NO. 1220 | DATE 7-20-78 | AUTHORIZED SIGNATURE <i>Steve Evans</i> | | |
| SCHEDULE OF ADJUSTMENTS ENTERED UNDER CODE 003 | | | | | | | | |
| SCHEDULE NUMBER | DEBIT | CREDIT | SCHEDULE NUMBER | DEBIT | CREDIT | | | |
| 321 | 5.00 | | | | | | | |
| NOTE: If additional space is required, use back of original copy. | | | | | NET SHOWN CODE 003 | 5.00 | | |
| PS Form Mar. 1978 | 1901 | ST. LOUIS PDC, ACCTG BR. | | | | | | |
| Mar. 1978 | 1901 | FED. RESERVE BANK RETAINS | | | | | | |
| Mar. 1978 | 1901 | RECONCILIATION BRANCH | | | | | | |
| Mar. 1978 | 1901 | RECONCILIATION BRANCH | | | | | | |
| Mar. 1978 | 1901 | RECONCILIATION BRANCH | | | | | | |

* NOTE: These amounts must be the same.

| | |
|--|---|
| <p><u>Copy</u></p> <p>St. Louis PDC, Acctg. Br.</p> <p>Fed. Reserve Bank Retains</p> <p>Reconciliation Branch Reconciliation Branch Reconciliation Branch</p> | <p><u>Distribution of PS Form 1901</u></p> <p>Mail in separate envelope to:</p> <p>Money Order Division Attn: General Accounting Section P.O. Box 14963 St. Louis, Mo. 63182</p> <p>Retained by Federal Reserve Bank or Branch.</p> <p>Attach last three copies to PS Form 1175 or machine equivalent and place all documents in the last box of money orders forwarded to POD, P.O. Box 14963, St. Louis, Mo. 63182.</p> |
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PS Form 1175 for Domestic - Fit and Mutilated

4-7040.10

DOMESTIC - FIT AND MUTILATED

| U.S. POSTAL SERVICE DOMESTIC MONEY ORDERS—RECAPITULATION OF BATCH TOTALS | | | | | |
|--|------------|-----------|--------------|------------|------------|
| FEDERAL RESERVE BANK OR BRANCH (City and State) | | | | DATE | |
| Los Angeles, CA | | | | | 7-20-78 |
| | | | | BANK NO. | 1220 |
| BATCH NUMBER | ITEM COUNT | TOTAL | BATCH NUMBER | ITEM COUNT | TOTAL |
| 4064002 | 500 | 14,066.66 | | | |
| 3 | " | 12,138.88 | | | |
| 4 | " | 10,346.22 | | | |
| 5 | " | 15,824.33 | | | |
| 6 | " | 10,345.67 | | | |
| 7 | " | 12,892.72 | | | |
| 8 | " | 14,346.92 | | | |
| 9 | " | 11,629.33 | | | |
| 10 | " | 15,432.98 | | | |
| 11 | " | 13,629.30 | | | |
| 12 | " | 14,362.14 | | | |
| 13 | " | 10,789.11 | | | |
| 14 | " | 13,324.19 | | | |
| 15 | " | 10,629.55 | | | |
| 16 | " | 10,369.77 | | | |
| 17 | " | 15,627.84 | | | |
| 18 | " | 13,750.28 | | | |
| 19 | " | 15,378.12 | | | |
| 20 | " | 11,243.15 | | | |
| 21 | " | 12,189.06 | | | |
| 22 | " | 16,890.16 | | | |
| 23 | " | 13,973.60 | | | |
| 24 | " | 13,933.34 | | | |
| 25 | " | 14,396.43 | | | |
| 26 | " | 13,280.75 | | | |
| 27 | " | 18,202.94 | | | |
| 28 | " | 15,283.69 | | | |
| 29 | " | 12,320.57 | | | |
| 30 | " | 17,624.70 | | | |
| 31 | 403 | 11,473.92 | | | |
| 32 | 464 | 13,997.06 | | | |
| 33 | 150 | 3,624.92 | | | |
| DAILY TOTAL | | | | | |
| (Must equal the total of codes 100 and 110 or code 400 of Form 1901, Advice of Classification for Postal Money Orders) | | | | | \$ |
| | | | | | 424,323.32 |

PS Form 1175
Jan 1974

(MORS 10X)

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PS Form 1175 for Semidomestic

4-7040.20

SEMI-DOMESTIC

| U.S. POSTAL SERVICE DOMESTIC MONEY ORDERS—RECAPITULATION OF BATCH TOTALS | | | | | |
|--|------------|----------|--------------|------------------|-------------|
| FEDERAL RESERVE BANK OR BRANCH (City and State) Los Angeles, CA | | | | DATE 7-20-78 | |
| | | | | BANK NO. 1220 | |
| BATCH NUMBER | ITEM COUNT | TOTAL | BATCH NUMBER | ITEM COUNT | TOTAL |
| 4064034 | 25 | 1,012.56 | | | |
| DAILY TOTAL | | | | | |
| (Must equal the total of codes 100 and 110 or code 400 of Form 1901, Advice of Classification for Postal Money Orders) | | | | | \$ 1,012.56 |

PS Form 1175
Jan 1974

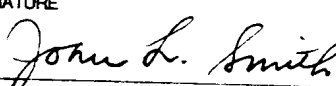
(MORS 10X)

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| U.S. POSTAL SERVICE SCHEDULE OF DIFFERENCES IN MONEY ORDER CLEARANCES | | | | | | SCHEDULE NO. |
|--|-----------------------------------|--|---|----------------------|---------------------------------|--|
| TO: FRB BANK NO. | | FEDERAL RESERVE BANK AT | FROM: | | | CLEARANCE DATE |
| 1220 | | Los Angeles, CA | Postal Data Center Money Order Division St Louis MO 63182 | | | 321 7-6-78 |
| AMOUNT OF ITEM | | SEARCHING DATA FOR USE BY FEDERAL RESERVE BANK | | | | REMARKS |
| DEBIT <small>(due FRB)</small> | CREDIT <small>(due US)</small> | MONEY ORDER NUMBER | FRB BATCH | TAPE LOC IN FRONT | ITEM AMT FOLLOWING | |
| \$5.00 | | 22109346281 | 4061398 | 15.00 | 173.75 | \$25.00 Money Order listed as \$20.00 FRB Batch Total - 20,567.98 |
| PRINTED NAME AND TITLE Supervisor, Redemption Reconciliation Sec. | | | | | SIGNATURE <i>[Signature]</i> | |

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REQUEST FOR A REPLACEMENT MONEY ORDER

| | | | |
|--|----------------------------------|--|---|
| MONEY ORDER SERIAL NO. 2233445566 | AMOUNT OF ORDER 111578 | ISSUED (MO., DA., YR.) 7 14 77 | In consideration of the U.S. Postal Service issuing a replacement money order without requiring a bond of indemnity, I agree to refund the amount of the replacement upon demand if the original is cashed. |
| CAUTION: Applicant should verify this data for correctness NAME OF ISSUING POST-OFFICE AND ZIP CODE (NOT STA. OR BR.) St. Louis, MO. 63122 | | | |
| NAME OF PURCHASER Joe M. Doe | | | SIGNATURE  |
| NAME OF PAYEE (As written on money order) John J. Upwater | | | |
| IF NOT PAID, ISSUE A DUPLICATE MONEY ORDER TO: NAME Dallas Federal Reserve Bank | | | |
| STREET ADDRESS 400 South Akard Street POST OFFICE, STATE AND ZIP CODE Dallas, Texas 75222 | | | |
| If the original has been paid please provide a photocopy (SEE REVERSE SIDE) | | | WARNING: The making of any false or fraudulent claim against the United States or statement in support thereof is punishable by fine or imprisonment or both. |

DO NOT FILE UNTIL SIXTY (60) DAYS AFTER ISSUE
PS FORM 6401, May 1977
PSROR 6-04333-0


(Front)

U.S. POSTAL SERVICE
OFFICIAL BUSINESS

If a photocopy is requested then fee must be paid. Photocopy available for TWO (2) years from date of payment.

RETURN results of search of records to:

PHOTOSTAT
FEE ONLY
AFFIX
30¢ STAMP
HERE
AND CANCEL

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, \$300
 

| | |
|---|--|
| Dallas Federal Reserve Bank (NAME) | SEND TO: MONEY ORDER DIVISION POSTAL DATA CENTER P.O. BOX 14965 ST. LOUIS, MO. 63182 |
| 400 South Akard Street (Street) | |
| Dallas, Texas 75222 (Post Office, State, and Zip Code) | |
| (Post Office, State, and Zip Code) | |

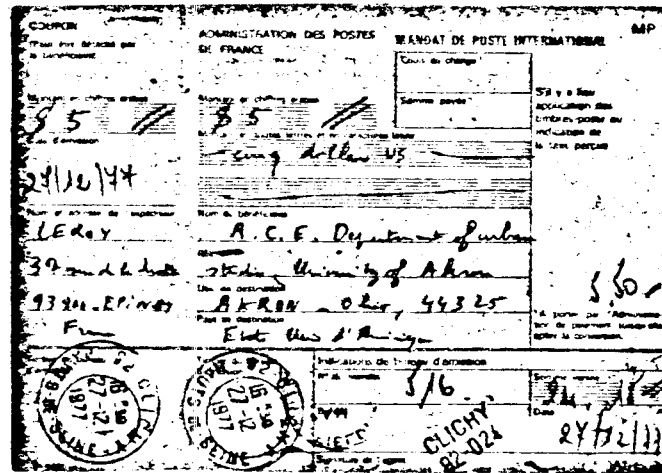
PSROR 6-04333-0

(Back)

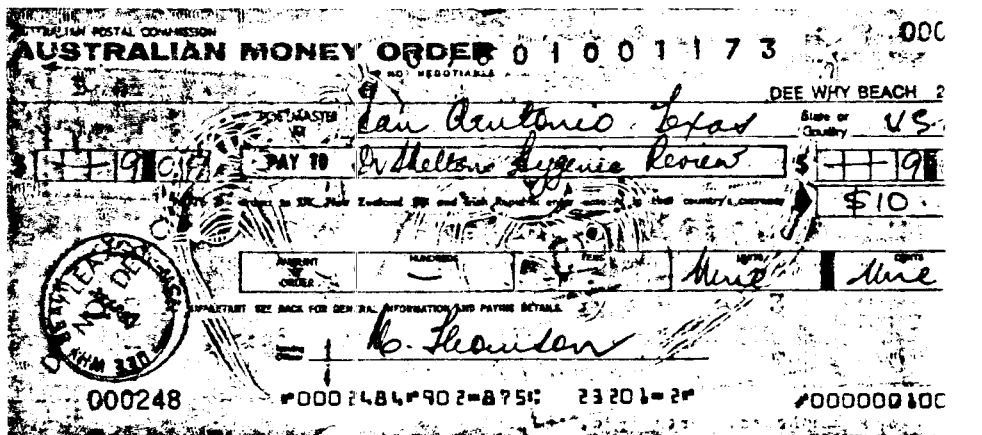
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Non-Negotiable International
Money Orders

4-7030.65



French Money Order



Australian Money Order

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