



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 7200.7
Code N3
8 November 1995

PERSUPPACT SAN DIEGO INSTRUCTION 7200.7

Subj: CANCELLED, UNDELIVERED AND RETURNED CHECKS

Ref: (a) DODFMR VOL 5, paragraph 030302.b(6)
(b) DODFRM VOL 5, paragraph 080204

1. Purpose. To establish internal office procedures for the receipt, custody and final distribution of cancelled, undelivered and/or returned checks.

2. Information. Reference (a) requires the establishment of internal office procedures for the adequate safeguard and control of all undelivered and/or returned checks. Reference (b) delineates information regarding the final disposition of undelivered and cancelled checks.

3. Action. The Deputy Disbursing Officer (DDO), shall control the receipt of all undelivered and/or returned checks and maintain a file as to the disposition of same. The Form DD 2658 (Returned and Undelivered Check/Bond Record), shall be maintained and used to record date, name, amount and final disposition of all cancelled, returned and undelivered checks. If a U. S. Treasury check is not effected within sixty (60) days of issue, the check shall be collected and credited to the issuing appropriation. All undeliverable checks shall be deposited in accordance with reference (b).


J. H. GAZE

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