



DEPARTMENT OF THE ARMY  
HEADQUARTERS NEW YORK ARMY NATIONAL GUARD  
330 OLD NISKAYUNA ROAD  
LATHAM, NY 12110-3514

MNL

01 October 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cash Collection Turn-In Procedures FY 2016

1. References:

a. DA Pam 30-22, Operating Procedures for the Army Food Program, dated 6 February 2007, Para 3-29

b. NYARNG Regulation 30-22, State Food Service Program, dated 29 May 2009, Para 5-5

2. The objectives of this memorandum are to provide guidance to New York Army National Guard units on cash collection turn-in procedures. All cash collected from the sale of meals will be turned in as outlined in this memorandum.

3. Cash meal payment sheets, cash collection vouchers, and money orders or cashier's check must be submitted for turn-in when \$500 on hand is accumulated, quarterly, or whichever comes first. Units collecting less than \$50 per quarter are authorized to turn in cash and DD Form 1544 sheets every six (6) months.

4. When turning in Cash Meal Payment Sheets (DD Form 1544) to MNPf-CO (FA):

a. Units turning in cash will send it certified mail, return receipt requested to USP&FO-NY, ATTN: MNPf-CO (FA). The unit will retain postal service Form 3811 (Return Receipt) for their records.

b. The cashier's check or money orders must be made out to the "U.S. Treasury", not the FAO or USP&FO. Unit designation must be reflected on the money order. A signature and printed name is required.

c. The fee for the money order will be deducted from the money turned in and annotated on the Cash Collection Voucher (DD Form 1131). To document the payment for the money order, the unit will attach a copy of the receipt for the purchase of the money order to the original DD Form 1131.

d. A receipt is required as proof of the difference in cash meal dollar totals and money orders. If a receipt is not provided, the entire package is subject to return. The dollar amount annotated on the money order must match the DD Form 1544. If the dollar amount on the money order is rounded up, the entire package will be returned.

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e. All sheet numbers and book numbers are required to be annotated on the bottom of the DD Form 1131. If a unit misplaces the original DD Form 1544, the unit needs to have a copy of the DD Form 1131 verified and stamped by MNPF-CO (FA) in lieu of the stamped original DD Form 1544 prior to cash meal payment book turn-in.

f. Totals must be correct and signatures must appear in appropriate blocks of DD Form 1131.

g. All original DD Form 1544, DD Form 1131, and other supporting documents must be forwarded to the appropriate Cash Meal Payment Book Control Officer after turn-in verification by MNPF-CO (FA).

5. Additional guidance for cash collection turn-in process can be found in the above references in paragraph 1.

6. POC is SFC Scott Kyle, MNL-LM (SS) at (518) 786-4304, or email at [scott.d.kyle.mil@mail.mil](mailto:scott.d.kyle.mil@mail.mil).

FOR THE COMMANDER:



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