



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 7210.1A
Compt

27 JUN 2000

STATION ORDER 7210.1A

From: Commanding General
To: Distribution List

Subj: UNANNOUNCED VERIFICATION OF FUNDS

Ref: (a) DoD 7000.14-R Volume 5
(b) ABO 7210.1R

Encl: (1) Locations of Cash Collection Agents

1. Purpose. To provide information on appointments of personnel to the Cash Verification Board. The Cash Verification Board verifies the security of public funds assigned to the Finance Officer (FO) and any other established funds authorized by the Commanding General.

2. Discussion. In accordance with reference (a), Commands are required to perform cash verifications. This encompasses cash held at personal risk by Marine Corps FOs, who are entrusted funds under the accountability of disbursing station symbol numbers (DSSN) 6102 and 6796 and any other established funds authorized by the Commanding General. Accordingly, the following information is provided.

a. Cash verification and accountability play a vital role in preventing possible loss of government funds due to fraud or carelessness. To minimize this possibility, the references direct that funds, vouchers, transactions and other negotiable items handled by designated agents shall be verified by personnel specifically appointed to perform these tasks.

b. Funds verification duties and reporting requirements as discussed herein are to be considered essential responsibilities of those appointed. The enclosure lists the locations of agents who manage cash funds at MCAS Miramar under the purview of the Cash Verification Board.

c. Establishment and appointments of positions requiring individuals to collect money and to have custody of public funds, will be in compliance with references (a) and (b).

27 JUN 2000

3. Action

a. Assistant Chief of Staff (AC/S), Comptroller

(1) Appoint in writing a minimum of two qualified officers/civilians to the Cash Verification Board per reference (b).

(2) Maintain reports of unannounced cash verifications performed by the Cash Verification Board and ensure corrective action on reported discrepancies.

(3) Provide training and assistance to Cash Verification Board personnel per reference (a).

b. Cash Verification Board

(1) Prior to verifications of public funds, the Cash Verification Board will thoroughly familiarize itself with the references which are directives applicable to handling public funds and cash sales procedures. Additionally, they will be familiar with directives governing the particular fund to be verified. All deviations from established reporting procedures must be approved by the Comptroller.

(2) Verification of funds will be unannounced and at irregular intervals. At no time will the Cash Verification Board announce impending verifications. Cash Verification Board responsibilities include verifying that all authorizations and supporting documents are current and that all funds received since the last verified deposit have been properly accounted for.



T. A. CAUGHLAN
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 7210.1A Ch 1

G-8

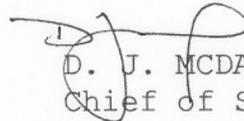
13 JUL 2001

STATION ORDER 7210.1A CH 1

From: Commanding General
To: Distribution List

Subj: UNNANNOUNCED VERIFICATION OF FUNDS

1. Purpose. To direct pen changes to the basic Order.
2. Action. Enclosure (1), remove all phone number extensions leaving only the departments.
3. Filing Instructions. File this Change Transmittal directly behind the signature page of the basic Order.


D. J. MCDANIEL
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR
P O BOX 452000 SAN DIEGO CA 92145-2000

StaO 7210.1A Ch 2

G-8

6 JUN 2003

STATION ORDER 7210.1A Ch 2

From: Commanding General

To: Distribution List

Subj: UNANNOUNCED VERIFICATION OF FUNDS

1. Purpose. To direct pen changes to the basic Order.
2. Action. On page 2, paragraph 3a, change Comptroller to read "G-8."
3. Filing Instructions. File this Change Transmittal directly behind the signature page of the basic Order.

G. L. GOODMAN
Chief of Staff

DISTRIBUTION: A

StaO 7210.1A
27 JUN 2000

LOCATIONS OF CASH COLLECTION AGENTS

Locations of the Finance Office, Cashiers and other agents assigned to manage cash funds for the U.S. Government and/or the Commanding General (CG), Marine Corps Air Station (MCAS) Miramar under the purview of Miramar's Cash Verification Board.

Cash Accounts Reportable to DFAS-KC via CG, MCAS Miramar:

- (1) Finance Office X6981

Cash Accounts Reportable only to CG, MCAS Miramar:

- (2) Billeting (NAF) X4244
- (3) Messhall X6109
- (4) Supply Department - Aircraft Fuel X1396
- (5) Unofficial Telephone Calls X6288

ENCLOSURE (1)