

AGENT CASHIER POLICY

- 1. REASON FOR ISSUE:** Attached is a total revision of VA Manual MP-4, Part I, Chapter 2, which has been divided into VA Directive 4010 and VA Handbook 4010.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This directive revises VA Agent Cashier Policy to incorporate new cash management initiatives in accordance with the regulations issued by the Department of the Treasury.
- 3. RESPONSIBLE OFFICE:** Fiscal Policy Service (047GC), Office of the Deputy Assistant Secretary for Financial Management.
- 4. RELATED HANDBOOK:** VA Handbook 4010, Agent Cashier Procedures.
- 5. Rescission:** MP-4, Part I, Chapter 2.

CERTIFIED BY:

**BY DIRECTION OF THE
SECRETARY
OF VETERANS AFFAIRS**

/s/

Nada D. Harris
Deputy Assistant
Secretary
for Information Resources
Management

/s/

D. Mark Catlett
Assistant Secretary for Management

AGENT CASHIER POLICY

- 1. PURPOSE.** The purpose of this directive is to define the policy affecting the Agent Cashier function in accordance with the regulations issued by the Department of the Treasury.
- 2. POLICY.** The guidelines affecting the limitation and scope of Agent Cashier functions are found in Treasury's Financial Manual I-TFM 4-3000 and Treasury's Manual of Procedures and Instructions for Cashiers. VA procedures based on the above referenced manuals are published in VA Handbook 4010.
- 3. RESPONSIBILITIES:**
 - a.** The positions of Agent Cashier and alternate Agent Cashier are decentralized. Accordingly, selection and appointment authority for incumbents of these positions rests with the Director at each field facility. The Fiscal/Finance Officer will verify the

qualifications of candidates for the position and make appropriate recommendations to the Director. When the selection has been made the appointment must be recorded by submitting OF 211, Request for Change or Establishment of Imprest Fund, in accordance with the procedures in VA Handbook 4010. The Department of the Treasury considers these positions to be Class B cashiers, but within VA and in dealing with the public, they will be known as Agent Cashiers.

b. Agent Cashiers are subject to the administrative supervision of the Fiscal/Finance Officer, and are responsible to VA for the performance of all duties relating to the advance, payment, and accountability for all funds entrusted to their care. In the performance of their disbursing duties Agent Cashiers are held personally accountable and responsible to VA for the entire amount of the advance received. The account must be reconciled daily.