



### **COLLECTION PROCEDURES**

Cash collections must be converted to a money order or cashier's check before submission to USDA-APHIS, P.O. Box 952180, St. Louis, MO 63195-2180. Do **not** send cash through the mail and do **not** convert cash to a personal check. Cash collected must **not** be used to pay for money orders or cashier's check. If necessary, use personal funds for the cost of purchasing the money order or cashier's check and claim reimbursement on an SF-1164, Claim for Reimbursement for Expenditures on Official Business. Checks and money orders should be made payable to USDA-APHIS. All collections should be transmitted for deposit within 24 hours if practical, but no later than the second workday from date of collection.

### **COMPLETION INSTRUCTIONS**

1. Use this form to document the receipt and transmittal of collections.
2. Complete the original and two copies of the form.
3. Forward the original and one copy of the form along with the collection to: USDA-APHIS, P.O. Box 952180, St. Louis, MO 63195-2180.
4. Retain one copy of the form until a receipted copy is received from APHIS.
5. File the receipted copy.