



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NC 28533-0003

AirStaO 4282.2 w/Ch 1,2
SUSRI
27 Oct 06

AIR STATION ORDER 4282.2 w/Ch 1, Ch 2

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR USE OF CONVENIENCE CHECKS

Ref: (a) ~~EBUSOPSOFFINST 4200.1A~~
(b) ~~NAVSUP Instruction 4200.94, Chapter 3~~
~~NAVSUPINST~~

1. Situation. To provide guidance on the establishment and use of convenience checks in compliance with the references.

2. Cancellation. ABO 4282.4B

3. Mission. To provide Marine Corps Air Station (MCAS) Cherry Point activities and tenant commands with an alternative to cash, third party drafts, and US Treasury checks in instances where the use of the Government Commercial Purchase Card is neither practical nor acceptable.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

\$3000.00 AND BELOW FOR SUPPLIES \$2,500.00 AND BELOW FOR SERVICES.
(a) Convenience checks will be used for purchases of ~~\$2,500.00 and below~~ only after the command has made every attempt to use the Government Commercial Purchase Card.

(b) The Supply Directorate's Contracting Office will administer the convenience check program for MCAS Cherry Point.

(2) Concept of Operations

(a) Approving Official. The person appointed to approve the issuance of convenience checks by the Convenience Check Writer.

(b) Convenience Check Writer. The person authorized to sign and issue convenience checks on behalf of MCAS Cherry Point. Convenience Check Writers are responsible for the safeguarding and security of their checks and account information.

27 Oct 06

(c) Convenience Check Custodian. The person authorized to order, receive, store, issue, inventory, reconcile and dispose of convenience check stock. The Convenience Check Custodian is responsible for the safeguarding and security of the checks and account information.

b. Tasks

(1) Director of Supply

(a) Delegate, in writing, the authority to maintain and use convenience checks specifically to the Approving Official, Convenience Check Writer and the Convenience Check Custodian. In order to maintain effective internal controls, an Approving Official or Agency Program Coordinator (APC) may not perform the functions of the Convenience Check Custodian or the Convenience Check Writer.

(b) Ensure convenience checks are only utilized after exhausting every attempt to use the Government Commercial Purchase Card. The maximum amount that a check will be issued for is ~~\$2,500.00~~. **\$3000.00 FOR SUPPLIES / \$2500.00 FOR SERVICES.**

(c) Ensure convenience checks are issued for the exact amount of the payment. Convenience checks will not be split to avoid the micro-purchase threshold.

(d) Provide Convenience Check Custodian with a safe or locking cabinet for storage of the checks.

(e) Ensure that internal controls are in place that include approval at least one level above the writer before checks are issued.

(f) Ensure that convenience checks are not issued as an "exchange for cash" vehicle to establish cash funds.

(g) Provide a monthly Summary of Accounting Data (NAVCOMPT Form 2035) to the applicable Comptroller Office that accurately reflects the transactions processed with convenience checks by the first day of the following month.

(h) Ensure convenience checks are mailed only when internal controls are in place to avoid duplicate payments.

(i) Ensure that convenience checking accounts are bulk funded.

(j) Ensure that convenience checking account reports are submitted to the Internal Revenue Service (IRS) for tax purposes.

1 There is a statutory requirement for the DOD/DON to report payments made to contractors/merchants using convenience checks that are reportable to the IRS. Reportable payments include payments for services, rent, medical training, maintenance fees, instructors, teachers, speakers, etc., regardless of the dollar value. If the payment was for goods and services combined, it still must be reported.

2 Data should be reported to the Defense Finance and Accounting Services (DFAS) via the 1099 Tax Reporting Program on the internet. (DFAS point of contact: cco.checks@dfas.mil)

3 All dollar amounts must be reported. DFAS will summarize payments to arrive at the IRS threshold.

4 Payments are to be reported on a calendar-year basis (1 January through 31 December).

5 Deadline for all data input is December 31st.

6 The minimum data that Convenience Check Writers should capture prior to issuing a convenience check for services is as follows:

a Payee's name.

b Payee's Address.

c Payee's tax identification number (i.e., social security ^{NUMBER} or their employee identification number).

d Check number.

e Amount of check.

f Date of check.

7 Convenience Check Writers who fail to utilize this process remain liable for the issuance of the 1099M to the vendor and the electronic filing to the IRS in the proper format. Each command operating and managing a convenience check account who fails to properly file the 1099M is responsible for any fines levied by the IRS for non-reporting.

(k) Ensure that checks are disposed of as outlined below:

1 Destruction. Prepare a Certificate of Destruction. An original certificate, and one copy, shall be prepared and include the following: complete mailing address of the Command; date and method of destruction; serial number of each check; typed name, title, grade or rank, and signature of the witness; and typed name, title, grade or rank, and signature of the check writer. When blocks of checks are destroyed, the beginning and ending serial numbers of the block may be shown; otherwise, each check shall be listed in numerical sequence.

2 Verification. The ~~check writer~~ and at least one witness shall examine the checks to verify they are the actual checks to be destroyed; verify the check numbers with information on the Certificate of Destruction; and sign the Certificate of Destruction only after witnessing the actual destruction of the checks.

3 Disposition. Voided, compromised or no longer required checks shall be stored in a safe, segregated from all other checks until destroyed. The voided, compromised or no longer required checks shall be destroyed locally by the ~~check writer at least~~ once each quarter by either burning or shredding. If destroyed by burning, the checks shall be completely burned. If destroyed by shredding, fragments shall be no larger than 1 inch in width and 1/4 inch in length. Regardless of method used, a Certificate of Destruction shall be prepared listing the serial numbers and method of destruction and shall be signed by the ~~check writer~~ and at least one witness.

~~APE~~ CHECK WRITER

CONVENIENCE CHECK CUSTODIAN AT LEAST

CONVENIENCE CHECK CUSTODIAN

(2) Comptroller

(a) Audit the convenience checking accounts quarterly and on an unannounced basis.

(b) Provide the necessary fund administration support.

(3) Units/Activities Requiring Convenience Check Support

(a) Submit documentation that substantiates all efforts to use the Government Commercial Purchase Card with purchase requests for supplies and services to the Supply Directorate Contracting Officer. This documentation must accompany the signed, funded requisition. Since only one person may be appointed as the Convenience Check Writer, a courtesy phone call to the Contracting Department is requested prior to submission of any requisitions and any associated paperwork.

(b) Once the order has been placed by the purchasing agent, a check **will not** be "cut" until the material has been received with a signed and dated packing/receiving slip being submitted by the end-user as proof of receipt of the goods, and the contractor has submitted an invoice.

(c) In addition to the estimated cost of the purchase request, the activity must also include the fees associated with using the convenience check program, which is ~~1.50~~ ^{2.25} percent of the check amount, ~~Although the activity must~~ ^{Plus \$1.00} make a reservation for the full amount, ~~the check will only be~~ ^{FOR EACH} written for the exact amount owed on the invoice. ^{CHECK.}

5. Administration and Logistics. All suggestions or concerns for this Order should be directed to the Supply Directorate.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

b. Signal. This Order is effective the date signed.


R. C. MANN
By direction

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
POSTAL SERVICES CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 4282.2 Ch 1
SUP
21 JAN 2010

AIR STATION ORDER 4282.2 Ch 1

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR USE OF CONVENIENCE
CHECKS

1. Situation. To direct pen changes to the basic Order.

2. Execution

a. On the Promulgation page:

✓(1) "Ref" line, change "(a) EBUSOPSOFFINST 4200.1A" to read "(a) NAVSUPINST 4200.99."

✓(2) "Ref" line, change "(b) NAVSUP Instruction 4200.94, Chapter 3" to read "(a) NAVSUPINST 4200.94, Chapter 3."

✓(3) Paragraph 4a(1)(a), change "\$2,500.00 and below" to read "\$3,000.00 and below for supplies/\$2,500.00 and below for services."

✓b. On Page 3, paragraph 4b(1)(j) 6c line 2, insert "number" after "social security."

c. On Page 4:

✓(1) Paragraph 4b(1)(k) 2 line 1, change "check writer" to read "APC."

✓(2) Paragraph 4b(1)(k) 3 line 5, change "check writer at lease" to read "APC at least."

✓(3) Paragraph 4b(1)(k) 3 line 11, change "check writer" to read "APC."

d. On Page 5:

(1) Paragraph 4b(3)(c), change 1.5 to read "2.25".

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distribution is unlimited.

(2) Paragraph 4b(3)(c), insert "plus \$1.00 for each check" at the end of the first sentence.

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.



ROBERT D. CLINTON
Executive Officer

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
POSTAL SERVICES CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 4282.2 Ch 2
SUP
22 DEC 2010

AIR STATION ORDER 4282.2 Ch 2

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR USE OF CONVENIENCE
CHECKS

1. Situation. To direct pen changes to the basic Order.
2. Execution
 - a. On Page 2, paragraph 4b(1)(b), change "\$2,500.00" to read "\$3,000.00 for supplies/\$2,500.00 for services."
 - b. On Page 4:
 - (1) Paragraph 4b(1)(k)2 line 1, change "APC" to read "check writer."
 - (2) Paragraph 4b(1)(k)3 line 5, change "APC at lease" to read "Convenience Check Custodian at least."
 - (3) Paragraph 4b(1)(k)3 line 11, change "APC" to read "Convenience Check Custodian."
 - c. On the first page of Change 1, at the bottom of the page, insert "6."
 - d. On the second page of Change 1, at the bottom of the page, change "2" to "7."
3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

ROBERT D. CLINTON
Executive Officer

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