



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

AirStaO 7500.5L
COMPT

11 DEC 2008

AIR STATION ORDER 7500.5L

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

Subj: CASH VERIFICATION

Ref: (a) DoD 7000.14-R Vol 5

1. Situation. A cash verification team must be appointed and trained to perform cash verifications of government funds at MCAS Cherry Point. Team members must know specific guidance contained in the reference, how to identify potential discrepancies and how to report the results of the verifications.

2. Cancellation. AirStaO 7500.5K.

3. Mission. To appoint a cash verification team and train team members in cash verification requirements so that the results will provide reasonable assurance that internal controls over public funds are functioning as intended.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To safeguard government funds at MCAS Cherry Point through cash verifications and related reviews of internal controls.

(2) Concept of Operations

(a) The Comptroller will nominate Comptroller personnel who meet the requirements contained in the reference as cash verification team members. Appointment to the cash verification team will be made by the Commanding Officer.

(b) The senior member will train team members, schedule verifications, oversee team operations, and ensure that reports are available for auditors or other interested parties.

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distribution is unlimited.

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(c) The team members will use the reference as guidance for conducting cash verifications. The reference specifically addresses cash verification of a Disbursing Officer. The guidance should be adapted to conduct cash verifications of local collection agents.

(d) The following funds are subject to this order:

<u>Directorate</u>	<u>Function</u>	<u>Frequency</u>
1. Facilities	Billeting	Quarterly
2. Supply	Food Services	Quarterly

5. Administration and Logistics. The Facilities Director and Supply Director concur with the contents of this Order insofar as it pertains to their organizations.

6. Command and Signal

a. Command. This order is not applicable to Marine Corps Reserve.

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



ROBERT D. CLINTON
By direction

DISTRIBUTION: A