

Attention Disbursing Officers and Supply Officers

**NAVY CASH[®]
SOP CHANGE NOTICE
NAVSUP PUB 727**

**Navy Cash Fleet Support Groups
NAVSUP Fleet Logistics Centers
Norfolk
San Diego
Yokosuka**

Navy Cash SOP Change Notice 2012-003

19 June 2012

Subject: **RESIDUAL FUNDS ON VISITOR CARDS**

Attention: Disbursing Officers/Supply Officers

1. Funds in the Navy Cash Funds Pool Are Public Funds. Navy Cash is a stored value card program, and a funds pool backs the stored value. Funds loaded onto a Navy Cash card are held in the funds pool until they are spent. For example, when a cardholder buys something in the Ship's Store, the corresponding value in the funds pool is transferred from the cardholder's account to the Ship's Store account. The money in the Navy Cash funds pool falls into one of two categories.

- The first is money that backs stored value which “belongs” to an individual cardholder. This money, while belonging to the cardholder, is under the control of the Government.
- The second is money that backs stored value which has been received through the Ship’s Store, vending machines, or other retail operations. This money constitutes receipts of the United States.

Both categories of funds are “public money” and must be held in the Treasury or by a Treasury-designated Fiscal or Financial Agent. JPMorgan Chase is the Financial Agent designated by Treasury to support the Navy Cash program. The money held in the Navy Cash funds pool belongs to the Treasury and not to the Treasury Financial Agent bank.

2. Cash Out Visitor Cards. When a cardholder no longer needs a visitor card, the card should be turned in to Disbursing, and any value remaining cashed out and returned to the cardholder immediately. Any residual funds remaining on visitor cards that were not cashed out are public funds that belong to the individual cardholders, and the Disbursing Officer must make every reasonable effort to return this remaining value to the cardholders.

- If the cardholder can be identified, the Disbursing Officer must cash out the remaining value and either cut an ex-cash check for the amount and mail it to the cardholder or do a collection for the amount to the MPN appropriation so the cardholder's pay can be credited.
- If the cardholder cannot be identified, the Disbursing Officer must cash out the remaining value and do a collection for the amount to Payment of Unclaimed Moneys, 20X6133, when the amount is \$25 or more, or to Forfeitures of Unclaimed Money and Property, --1060, when the amount is less than \$25. Individuals can submit a claim for a refund at any time. Any claim must include enough facts to validate the accuracy of the claim and justify the refund.

3. Disbursing Officer Action. Upon receipt of this Navy Cash SOP Change Notice, the Disbursing Officer (DO) must take the necessary steps to verify there are no residual funds, i.e., the chip balance is zero, on any of the Navy Cash visitor cards maintained in inventory for issue/reissue.

Please route immediately to the Supply Officer and Disbursing Officer

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4. Official Change to Navy Cash SOP. This Navy Cash SOP Change Notice represents an official change to the Navy Cash SOP (NAVSUP PUB 727). Each DO shall retain a copy of this Navy Cash SOP Change Notice on file for inspection with the current version of the SOP.

8.4.9 Funds Transfer from Chip *(in version 1.13 of the Navy Cash SOP, associated with release v1.4.6)*

b. Cash Out Visitor Cards. Navy Cash visitor cards are reusable. When a cardholder no longer needs a visitor card, the card should be turned in to the disbursing office, and any value remaining on the chip must be cashed out and returned to the cardholder immediately in accordance with paragraph 8.4.9.a above. The return date shall be entered on the Card Issue Log, and the card can then be returned to the stock of visitor cards for reissue.

(1) Residual Funds on Visitor Cards. Even if a visitor card is turned in after hours or “under the door” or after the visitor has left the ship, the card must still be cashed out, and the Disbursing Officer must make every reasonable effort to return any remaining value to the cardholder. Refer to the Navy Cash Card Issue Log (see paragraph 8.3.1) to identify whom the card was issued to. For each visitor card issued, the card sequence number, which is printed on the back of the visitor card, should be listed on the log.

(2) If the Cardholder Can Be Identified

(a) The Disbursing Officer shall cash out any value remaining on the card and either cut an ex-cash check for the amount and mail it to the cardholder or do a collection for the amount using a Cash Collection Voucher (DD 1131) to the MPN appropriation (C203/C903) so the cardholder’s pay can be credited.

(b) Record the chip-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.9 and 8.4.14.

(c) After the normal chip-to-cash transaction is processed, the amount of the ex-cash check or DD 1131 shall be reflected as follows.

((1)) The ex-cash check will be posted on the DD 2657 as an increase to line 2.1B (checks issued) and line 6.9 (other). Update the check issue log and any other applicable documents required by DODFMR Volume 5.

((2)) The cash collection voucher (DD 1131) will be posted on the DD 2657 as a increase to line 6.9 (other) and line 4.1B (collections). Forward a copy of the DD 1131 to the PSD Afloat so the amount can be properly credited to the cardholder's pay account.

(d) The card can then be returned to the stock of visitor cards for re-issue.

(3) If the Cardholder Cannot Be Identified

(a) As a last resort and after every effort to identify the individual cardholder and return the residual funds has been exhausted, the Disbursing Officer must cash out any value remaining on the card and do a collection for the amount using a DD 1131 in accordance with DODFMR, Volume 5, Chapter 6, Paragraph 0606, and Chapter 26, Paragraph 260503.

(b) These funds will be credited to Payment of Unclaimed Moneys, 20X6133, when the amount is \$5 or more and to Forfeitures of Unclaimed Money and Property, --1060, when the amount is less than \$5.

(c) Record the chip-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.9 and 8.4.14.

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(d) After the normal chip-to-cash transaction is processed, the amount of the DD 1131 shall be reflected as follows.

((1)) The cash collection voucher (DD 1131) will be posted on the DD 2657 as a increase to line 6.9 (other) and line 4.1B (collections).

(e) The card can then be returned to the stock of visitor cards for re-issue.

(4) Once any value that was remaining on a card has been credited to either of the Treasury accounts, 20X6133 or --1060, the Disbursing Officer cannot recover the funds. Individuals can, however, submit a claim for a refund. Any claim must include enough facts to validate the accuracy of the claim and justify the refund.

8.4.5 Funds Transfer from Chip *(in version 1.14 of the Navy Cash SOP associated with release v1.4.7)*

c. Cash Out Visitor Cards. Navy Cash visitor cards are reusable. When a cardholder no longer needs a visitor card, the card should be turned in to the disbursing office, and any value remaining on the chip must be cashed out and returned to the cardholder immediately in accordance with paragraph 8.4.5.b above. The return date shall be entered on the Card Issue Log, and the card can then be returned to the stock of visitor cards for reissue.

(1) Residual Funds on Visitor Cards. Even if a visitor card is turned in after hours or “under the door” or after the visitor has left the ship, the card must still be cashed out, and the Disbursing Officer must make every reasonable effort to return any remaining value to the cardholder. Refer to the Navy Cash Card Issue Log (see paragraph 8.3.1) to identify whom the card was issued to. For each visitor card issued, the card sequence number, which is printed on the back of the visitor card, should be listed on the log.

(2) If the Cardholder Can Be Identified

(a) The Disbursing Officer shall cash out any value remaining on the card and either cut an ex-cash check for the amount and mail it to the cardholder or do a collection for the amount using a Cash Collection Voucher (DD 1131) to the MPN appropriation (C203/C903) so the cardholder’s pay can be credited.

(b) Record the chip-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.5 and 8.4.10.

(c) After the normal chip-to-cash transaction is processed, the amount of the ex-cash check or DD 1131 shall be reflected as follows.

((1)) The ex-cash check will be posted on the DD 2657 as an increase to line 2.1B (checks issued) and line 6.9 (other). Update the check issue log and any other applicable documents required by DODFMR Volume 5.

((2)) The cash collection voucher (DD 1131) will be posted on the DD 2657 as a increase to line 6.9 (other) and line 4.1B (collections). Forward a copy of the DD 1131 to the PSD Afloat so the amount can be properly credited to the cardholder's pay account.

(d) The card can then be returned to the stock of visitor cards for re-issue.

(3) If the Cardholder Cannot Be Identified

(a) As a last resort and after every effort to identify the individual cardholder and return the residual funds has been exhausted, the Disbursing Officer must cash out any value remaining on the card

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and do a collection for the amount using a DD 1131 in accordance with DODFMR, Volume 5, Chapter 6, Paragraph 0606, and Chapter 26, Paragraph 260503.

(b) These funds will be credited to Payment of Unclaimed Moneys, 20X6133, when the amount is \$25 or more and to Forfeitures of Unclaimed Money and Property, --1060, when the amount is less than \$25.

(c) Record the chip-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.5 and 8.4.10.

(d) After the normal chip-to-cash transaction is processed, the amount of the DD 1131 shall be reflected as follows.

((1)) The cash collection voucher (DD 1131) will be posted on the DD 2657 as a increase to line 6.9 (other) and line 4.1B (collections).

(e) The card can then be returned to the stock of visitor cards for re-issue.

(4) Once any value that was remaining on a card has been credited to either of the Treasury accounts, 20X6133 or --1060, the Disbursing Officer cannot recover the funds. Individuals can, however, submit a claim for a refund. Any claim must include enough facts to validate the accuracy of the claim and justify the refund.

5. List of Effective Navy Cash SOP Change Notices.

- 2012-001 Automatic EOD Now Mandatory
- 2012-002 Required Navy Cash Documentation in Financial Returns
- 2012-003 Residual Funds on Visitor Cards

6. Points of Contact. If you have any questions, please contact:

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