

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
DENVER FEDERAL CENTER, BUILDING 50
P. O. BOX 25047
DENVER, COLORADO 80225-0047

January 12, 2001

In Reply Refer To:
1372(BC-620) P

EMS TRANSMISSION: 01/12/01
Instruction Memorandum No. BC 2001-016
Expires 09/30/2001

To: All Washington Offices and Field Officials
From: Director, National Business Center
Subject: Department Study of Cash Collection Procedures and Practices

Program Area: Collections

Purpose: This Instruction Memorandum (IM) distributes Attachment 4, Field Collections Profile, of the Department's Study of Cash Collection Procedures and Practices.

Policy/Action: The Field Collections Profile is to be completed by every Collection Officer, and approved by a supervisor. The profile should take 10 minutes or less to complete.

Time frame: This IM is effective upon receipt. The completed Field Collections Profile is to be returned to the NBC, BC-621, ATTN: Dorothy Butler, by February 2, 2001, or you may fax the completed profile to Dorothy at 303-236-7124.

Budget Impact: There should be little, if any, budget impact.

Background: The Department required each Bureau to complete a study of cash collection procedures and practices. The NBC was able to provide the Department with information from the Collections and Billing System (CBS) to meet the requirements of the study, except for the Field Collections Profile. This IM is to distribute that Profile.

Manual/Handbook Sections Affected: None

Coordination: This IM was coordinated with various NBC finance personnel.

Contact: If you have any questions or concerns about this IM, contact Dorothy Butler, Branch Chief, Collections and Billings Branch, at 303-236-6332.

Signed by:
Dennis Sykes, Director
National Business Center

Authenticated by:
Marcia Lane, Staff Assistant

1 Attachment
1 - Field Collections Profile

Distribution
ST-150A, BLM Library