Paying Agent Advance Checklist

1. The individual funding the money must be a Deputy Disbursing Officer (DDO) Disbursing Agent (DA) or on appropriate orders.
2. Verify if a copy of Agent orders are on file.
3. Check Paying Agent's name and social from orders against Paying Agent's ID Card and verify that they match.
4. Photocopy Paying Agent's ID (front and back) if applicable and file the copy.
5. Check Paying Agent's ID against the bad check list and anything else easily accessible to make sure Agent is not a risk.
6. If Paying Agent working in conjunction with Field Ordering Officer (FOO), review the FOO orders, signature card and ID card (if FOO is present).
7. Check Paying Agent's DEROS/ETS on ID card. The Paying Agent must return funds 60 days prior to DEROS/ETS.
8. Are orders current-check date of the appointment memorandum.
9. Check period of orders-start date to expiration date-verify that agent is within time period of orders.
10. Are orders signed by BN CDR or higher? **ONLY**
11. Do orders specify what the Paying Agent will be doing? Orders should be limited in scope.
12. When will Paying Agent return? Indefinite/unknown or exceptional long time not authorized without good reason.
13. Record expected return date of Paying Agent for your files so you know when to expect him/her back.
14. Brief Paying Agent that he/she must return NLT 60 days prior to DEROS/ETS.
15. Does Paying Agent have a strongbox/briefcase?
16. Make sure Paying Agent is not over the monetary limit amount in his/her orders.
17. Does Paying Agent have appropriate security measures if advanced $10,000.00 or more?
18. Ensure that Paying Agent is not getting an unusually high amount unless circumstances warrant such.
19. Verify that Paying Agent already received a Paying Agent briefing.
20. Make sure Paying Agent understands what he/she can and cannot do – orders contain specific authorization.
21. Provide Paying Agent a copy of the USAREUR Paying Agent Policy.
22. Provide Paying Agent a copy of any policy that applies (i.e. check cashing, paying SF 44s, CPs, etc) and any applicable "official" finance messages for the theater of operations.
23. Prepare Letter of Instruction and understanding – Ensure Paying Agent signs memorandum.
24. Provide Paying Agent with finance office phone numbers/email and annotate on the DD Form 1081.
25. Ensure Paying Agent provides DDO/DA with unit location (base camp, grid, telephone number, etc.) annotate information on DD Form 1081.
26. Count money to Paying Agent. Verify that he/she is satisfied with the count.

27. Prepare DD Form 1081 and ensure that the Paying Agent initials, signs, and dates DD Form 1081.
28. Provide Paying Agent with a copy of the DD Form 1081 (Finance MUST keep the original!)
29. Provide Paying Agent a copy of the bad checklist information and appropriate stamps/policies/forms if he/she will be providing accommodation exchanges.
30. If Paying Agent will not return the same day and will be purchasing in foreign currency, ensure agent understands how to properly conduct and annotate foreign currency purchases on SF 44s.
31. File Paying Agent's original paperwork in the Vault and treat documentation as you would cash.
32. If at any time the Paying Agent demonstrates any problems with any of the above or appears to be a risk based on any justifiable reason DO NOT ADVANCE THE PAYING AGENT MONEY!!! The DO (Account Holder) can terminate the Paying Agent's orders at any time.