

# Return of Funds

## Bureau of Indian Affairs

Please use this form for Return of Funds originating from an Accounts Payable or ASAP Payment Transactions

BIA  
12220 Sunrise Valley Dr,  
Reston VA 20191

Deposit Ticket: \_\_\_\_\_

PO #: \_\_\_\_\_

Line item on PO: \_\_\_\_\_

If PO is closed/De-obligated, provide the accounting string below.

G/L account (BOC)	Cost Center	Functional Area	WBS (if applicable)	Fund	Amount to apply to accounting string
Total to be applied					

**FBMSVendor CODE:** \_\_\_\_\_ **(REQUIRED)**

**Signature of authorized Personal:** \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **Accounts Receivable Processing for ASAP Return of Funds**

Automated Standard Application for Payments (ASAP) is the mechanism for Recipients to receive funds from Federal Agencies and to return Funds from either a Grant or Cooperative Agreement.

There are multiple scenarios that require the return of funds to the Agency, however the most common are:

- Over-obligated funds to an award line.
- The obligated award contained an incorrect line of accounting such as an incorrect cost/fund center, incorrect functional area, or the ASAP ID tied to a vendor code in SAP that belongs to another recipient.
- The recipient drew down too much funding or received “double funds” from one award line as a result of a manual payment.

### **The three methods listed below facilitate the return of funds from a Recipient.**

1. Returning Funds via the Treasury ASAP System (preferred method; refer to most common scenarios above).

Please contact Jo Ann Metcalfe at 703-390-6410 or [jo.metcalfe@bia.gov](mailto:jo.metcalfe@bia.gov).

*Funds are available to the Recipient in the ASAP system for future draw downs.*

*\*\*\*Grant funds received prior to February 2013 were not dispersed via ASAP cannot be returned via the ASAP process\*\*\**

*Refer to #2 below in order to return Grant Funds prior to February 2013.*

2. Check/Remittance mailed to Accounts Receivable (AR) in Reston, Virginia.

When a Bill of Collection is issued or Grant Funds were disbursed prior to February 2013; the funds are mailed to:

Collection Officer- Reston, VA.  
12220 Sunrise Valley Drive  
Reston, VA 20191

3. When a Bill of Collection is issued; Recipient may return funds via Pay.gov.

[BIA-OFM Administrative Debts](#)

Any ASAP remittances received in Reston, VA or via Pay.gov are reviewed and a determination is made to process the return of funds via the Accounts Payable or Accounts Receivable module in FBMS.

Return of ASAP funds is processed by *Accounts Receivable*:

- Bill of Collection is submitted with check/remittance.

Return of ASAP funds is processed by *Accounts Payable*:

- Schedule of Collection references the Contact number or Legacy number (prior to Feb 2013).
- A Bill of Collection was not issued.

ASAP/FBMS Grant Numbers by type:

- AV-638 Grants—A06AV00140
- AB- Block Grants—A13AB00005
- AP- Project Grants—A10AP....
- AC- Cooperative Agreements— A11AC....

Legacy Numbers - Funds received prior to February 2013. Refer to process #2 above.

AGF500	CTA05	CTB08
AGF00	CTH52	E0037
AGG00	CTM20	GTG07
AGN00	CTC56	GTH61
AGB00	CTP06	

The following documentation is provided to the Accounts Payable team:

- 1) Copy of the Schedule of Collection (SOC); when provided.
- 2) Copy of the Check/Remittance.
- 3) Any documentation submitted with the SOC and Check/Remittance.

*Any available documentation and the ASAP Return of funds form is forwarded to Roya Tavakoli (Contracting Officer and Jo Ann Metcalf (Grants Management Specialist).*