



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VA 22134-5001

IN REPLY REFER TO:
10110
B214
22 May 18

BASE FOOD SERVICE MEMORANDUM 13-18

From: Food Service Officer, Food Service Branch, G-4 Logistics
To: District Manager, Sodexo Inc., Quantico

Subj: CHANGE TO CASH TURN IN PROCEDURES

Ref: (a) Regional Garrison Food Service Contract M00027-11-C-0003
(b) MCO 10110.14N

1. In Accordance with references (a) and (b), the contractor will assume responsibilities for cash collection and turn-in for each of the five (5) mess halls operated aboard Marine Corps Base Quantico. This memorandum serves as amplifying guidance to these references. The contractor is responsible for providing Base Food Service (BFS) with a name for their assigned cash collection representative.
2. BFS will request an Over The Counter Network (OTCnet) account for the contractor's assigned cash collection representative. This representative will receive his/her account login credentials from the *Bureau for the Fiscal Service*. This representative's specific responsibilities are outlined in the following:
 - a. Request training from the Contract Technical Representative and BFS collections agent.
 - b. Prepare deposit vouchers via OTCnet and route for approval (to the BFS cash collection agent).
 - c. Send an email to the BFS cash collection agent with the voucher's number(s) along with Cash Reimbursement Report and Other than Cash Reimbursement Report to expedite review and approval.
 - d. Once the voucher has been approved, the contractor will print two (2) copies of the deposit ticket and make a copy of all checks prior to deposit. The bank will stamp and sign both copies of the deposit ticket, one will remain with them and the other will be return to you.
 - e. Deposit all monies and checks directly to: **Marine Federal Credit Union, 3380 Russell Road, on Marine Corps Base Quantico.**
 - f. At the completion of the deposit, you will deliver to BFS the following: OTCnet deposit ticket stamped and signed by the bank's cashier
Bank's deposit receipt.
copy/s of the checks (if applicable).

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3. Per references (a) and (b), the monies collected for meals served shall be turned into the government directed bank depository in accordance with procedures for cash collection and turn-in. Money collected for meals served become property of the government at the point that items highlighted in para 2.f are turned into the government's designated representative. The government's collection agent will complete and submit the required DD1130 along with all supporting documents to Marine Corps Base Quantico Finance Office.

4. Point of contact at Base Food Service in this matter is Gunnery Sergeant Fitzpatrick at 432-1242.


J. P. STOCKWELL

Copy to:
District Manager (SDX)
BFS Cash Collection Agent
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QAE