|  |
| --- |
| **VAFSC Payment Resolution****OF 41 Check Tracer Template** |
| **Fax to 512-460-5431** |
| **X** | **Action** |   | **File** |   | **Note and Return** |  |
|   | **Approval** |   | **For Clearance** |   | **Per Conversation** |  |
|   | **As Requested** |   | **For Correction** |   | **Prepare Reply** |  |
|   | **Circulate** |   | **For Your Information** |   | **See Me**  |  |
|   | **Comment** |   | **Investigate** |   | **Signature** |  |
|   | **Coordination** |   | **Justify** |   |   |  |
|   |   |   |   |   |   |  |
| **REMARKS:** |   |   |   |   |  |
|   |   |   |   |   |   |  |
| **CHECK TRACER REQUEST** |   | **(one check per request)** |   |   |  |
|   |   |   |   |   |   |  |
| **REASON FOR TRACER** |   |   |   |   |  |
|   |   |   |   |   |   |  |
| **STATION** |   |   |   |   |  |
|   |   |   |   |   |   |  |
| **VENDOR NAME:** |   |   |   |   |  |
|   |   |   |   |   |   |  |
| **VENDOR ID:** |   |   |   |   |  |
|   |   |   |   |   |   |  |
| **SCHEDULE NUMBER** |   |   |   |   |  |
|   |   |   |   |   |   |  |
| **INVOICE #** |   |   |   |   |  |
|   |   |   |   |   |   |  |
| **TC & VOUCHER#** |   |   |   |   |  |
|   |   |   |   |   |   |  |
| **CHECK # (8 DIGITS)** |   |   |   |   |  |
| *DO NOT SUBMIT CHECK TRACER FOR EFT PAYMENTS 7 digits* |   |   |  |
|  |   |   |   |   |   |  |
| **CHECK AMOUNT** |   |   |   |   |  |
|   |   |   |   |   |   |  |
| **2 SEND CHECK COPY TO (Name and address):** |   |   |  |
|   |   |   |   |   |   |  |
| **3. CHECK TO BE REISSUED (check one): YES\_\_\_\_ NO\_\_\_\_** |   |   |  |
|   |   |   |   |   |   |  |
| **FROM (Name, org, symbol, Agency / Post)** |   |   |  |
| **NAME:** |   |   |   |   |  |
|   |   |   |   |   |   |  |
| **VAMC/VARO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
|   |   |   |   |   |   |  |
| **\* Before serving duplicate tracer requests, call for status.** |   |   |  |
|   |   |   |   |   |   |  |
| **• Reference #s, if "HO" is referenced, state reason, (exs BOC, Duplicate Payment, Station already paid)** |  |
|   |   |   |   |   |   |  |
| **\* Please allow 4-6 weeks for a response from Treasury** |   |   |  |