|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | |  |  |  |