

## NON-ROUTINE CHECKS AND VOUCHERS

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### 1.0. MANUAL CHECKS

These are infrequent, rare, non-financially underwritten bank account transactions that cannot be processed through TED ([Chapter 3, Section 3](#)) or non-TED vouchers ([Chapter 3, Section 4](#)). If a contractor determines a benefit payment should be disbursed from their non-financially underwritten bank account but are unable to request approval to disburse funds via the TED or non-TED voucher process, the contractor shall contact the TMA, CRM Finance and Accounting Officer before attempting to process the transaction. The TMA, CRM Finance and Accounting Officer will instruct the contractor on how to proceed. All non-routine payment requests shall be supported by documentation and information as specified by the TMA, CRM Finance and Accounting Officer. Manual vouchers shall be submitted to TMA, CRM with a cover letter explaining in detail why the payment is not being made through TED processing.

### 2.0. APPROVAL AND RELEASE OF PAYMENTS

Approval and release of payments shall be done in accordance with the procedures defined in [Chapter 3, Section 2, paragraph 5.0](#).

### 3.0. CHECK REPORTING REQUIREMENTS

Check reporting shall be done in accordance with [Chapter 3, Section 2, paragraph 8.0](#).

### 4.0. OTHER ADJUSTMENTS

Other adjustments are rare transactions that are not checks, but do affect the cash transactions in the bank accounts. The contractor shall identify and explain these transactions to TMA, CRM so that TMA, CRM can maintain their accounting records correctly and ensure government funds have been used properly. The contractor shall report these adjustments on the Bank Reconciliation Report under Non-Routine Transactions affection Bank Balances. If these adjustments are determined to be invalid, the contractor may be liable for any dollar amounts involved.

