

# Federal Duck Stamp Handbook

*Procedures for All USFWS Regional Offices and Field Locations (Revised May 2003)*



Each U.S. Fish and Wildlife Service (FWS) office/outlet (Regional Offices, Refuges or Cooperative Associations) is responsible for their own consignment of Federal Duck Stamps. All Federal Duck Stamps will be consigned through, and tracked by, AMPLEX Corporation (Consignor), the distribution contractor for the Federal Duck Stamp Office (DSO). AMPLEX distribution includes all FWS field locations and commercial businesses.

Duck Stamps are controlled property and normal accountability practices must be followed, (See USFWS Manual, Chapter 310, Property). FWS persons (Consignees) receiving controlled property are responsible for it from the time they take possession until the property is returned or credit is given for cash from their sale. Each person handling controlled property may be held financially liable for loss, damage or destruction.

#### **Collections:**

1. Each Consignee who handles cash or controlled property (Federal Duck Stamp inventory) must clearly understand the serious obligation of maintaining the integrity of funds or stock through diligent recording, safeguarding, and depositing funds.

2. Site-specific fee collection systems need to be developed which best meet the needs of individual sales offices/outlets; however, established Service policies/procedures for handling of funds and controlled property documents need to be followed.

3. Consignees who have responsibility for receiving funds and reporting collections must be designated in writing as collection officers. Requests for these designations must be submitted to the appropriate Regional Director.

4. Safekeeping facilities and adequate record-keeping will be needed to maintain accountability for cash and accountable documents. As much as possible, controlled property and accounting records should be stored in separate locations to reduce possible

simultaneous loss or theft of both items.

5. Each FWS office/outlet is required to maintain reconciled records for three (3) fiscal years following the close of the fiscal year in which the funds were collected or until audited, whichever occurs first. Records should cover the entire process, from collection to deposit with the Denver Finance Center via the Lock Box in Dallas, TX. (USFWS, P.O. Box 840114, Dallas, TX 75284-0114).

#### **Remittance:**

1. Receipts from Federal Duck Stamp sales must be transmitted to the Lock Box, using the Collection Transmittal Form (CT) #2. (See Exhibit 1 for CT Form).

2. All checks and money orders must be made payable to the U.S. Fish and Wildlife Service. Do not send cash. Cash must be converted to a certified check or money order before transmitting to the Lock Box (USFWS, P.O. Box 840114, Dallas, TX 75284-0114). Money collected from stamp sales cannot be used to pay for money order fees.

3. If more than one check and/or money order is included on a single transmittal, a collection transmittal remittance sheet (Exhibit 2) must be attached showing details of the remittance (i.e., number of check/money order, name and address of payer or "money order," amount, and total).

4. Indicate on the "Description" line of the CT the number of Duck Stamps sold. The stamp total multiplied by \$15 must equal the dollar amount entered on the form and submitted.

5. Forward the original CT to the Lock Box along with the check(s) and/or money order(s) and any related material. The Denver Finance Center will verify that funds were received and deposited by indicating the transaction on you monthly Office Collection Transaction Report (OCTR) Report. It is very important for you to make

a photocopy of the CT and, if applicable, the remittance sheet. This copy should be kept in a file for up to three (3) years.

6. Keep a copy of all CT and forms in the office files. This will establish an audit trail enabling you to prepare a final accounting report to submit to AMPLEX at the end of the consignment period to aid in error tracking.

7. Preparation of a CT to deposit funds is required whenever \$1000 has been collected or once each week, which ever comes first.

#### **Inventories:**

1. Additional stamps may be ordered in multiples of 25 throughout the consignment period (July 1 to June 15) by calling Amplex at 1 800/852 4897. AMPLEX will ship stamps by UPS. Stamps can be reordered via the internet at [www.duckstamp.com](http://www.duckstamp.com).

2. Upon receipt of the stamps, the FWS Consignee shall sign the UPS electronic ledger pad or equivalent to verify delivery, and check contents of the package for stamps and invoice. Consignee should count the stamps and compare the amount indicated on the AMPLEX invoice. If correct, verify with your signature and date, and mail a photocopy of the invoice back to Amplex Corporation, 1100 Fountain Parkway, Grand Prairie, Texas 75050-1513. If the numbers disagree, contact AMPLEX immediately at 1 800/852 4897.

3. All money from the sale of stamps should be sent to the Lock Box (USFWS, P.O. Box 840114, Dallas, TX 75284-0114) from each sales outlet using established procedures for processing a CT.

4. At the end of the consignment period (June 15), each sales outlet will submit/return the following information to AMPLEX by certified mail, return receipt requested;

- a) completed copy of the Federal Duck Stamp Annual Report (Exhibit 3),
- b) all unsold stamps and,
- c) any documentation regarding, lost, stolen or accidentally destroyed stamps.

All stamps must be returned to AMPLEX. **DO NOT DESTROY STAMPS!**

5. Payment shall not be required to be remitted for stamps stolen or destroyed by means beyond the control of a Consignee, provided a signed affidavit (police, fire, insurance or other authority) is submitted by Consignee attesting to the circumstances of the loss. Stamps lost while in the possession of the Consignee must be reported immediately, in writing, to AMPLEX.

6. Each year, in April, Consignor will send a statement of activity indicating the number of stamps that shipped to the Consignee throughout the consignment period.

7. In the event the Consignee elects to discontinue participation in this consignment program, Consignee will advise Consignor and make a final accounting for all Federal Duck Stamps issued during that consignment period.

**Annual Report:**

1. Each consignee location handling duck stamps shall submit the Federal Duck Stamp Annual Report (Exhibit 3), containing the following information, and send it to AMPLEX, along with items referenced in *Inventories*, item 4., no later than June 15;

- a) number of stamps received,
- b) number of stamps sold,
- c) number of stamps lost, stolen or accidentally destroyed, and
- d) dollar amount of receipts sent to Lock Box (USFWS, P.O. Box 840114, Dallas, TX 75284-0114).

**Miscellaneous:**

1. 8" x 10" Generic Appreciation Cards will be printed annually by the DSO. AMPLEX will include one card for each stamp in the initial shipment. Additional cards will be available through AMPLEX on a first-come, first-serve basis.

2. Information on DSO programs and function can be obtained through the Federal Duck Stamp web site on the Internet, <http://duckstamps.fws.gov>, or from the following personnel at 703/358 2000.

Chief: Vaughn Collins

Junior Duck Stamp Program and Special Events Manager: Terry Bell

Sales and Marketing Manager: Mary L. Burke

Licensing Manager: Lita Edwards,

Bird Habitat Division, Financial Officer: Cheryl Hart

Secretary: Rochelle Spicer