

**NAVY CASH®**  
**SOP CHANGE NOTICE**  
**NAVSUP PUB 727**

**Navy Cash Fleet Support Groups**  
**NAVSUP Fleet Logistics Centers**  
**Norfolk**  
**San Diego**  
**Yokosuka**

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**Navy Cash SOP Change Notice 2020-001**

**30 January 2020**

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Subject: **SHIP'S STORE PROFITS TRANSFER TO MWR MERCHANT PROCEDURES**

Attention: Supply Officers/Disbursing Officers/Navy Cash Accountable Officers/Navy Cash Deputies

1. **Background.** The Navy Cash system has a new capability to allow Disbursing Officers the ability to transfer Ship's Store profits to MWR and eliminate the use of cash or checks.
2. **Disbursing Officer Action.** Upon receipt of this Navy Cash SOP Change Notice, Disbursing Officers and Merchants will follow the specific procedures outlined in this change notice to make distribution of Ship's Store profits to MWR. This change notice is a replacement for paragraph 5.10, in NAVSUP PUB 727.
3. **Official Change to Navy Cash SOP.** This Navy Cash SOP Change Notice represents an official change to the Navy Cash SOP (NAVSUP PUB 727). Each DO/Navy Cash Accountable Officer shall retain a copy of all effective Navy Cash SOP Change Notices on file for inspection with the current version of the SOP (*see list of effective Navy Cash SOP change notices immediately below*).

4. **List of Effective Navy Cash SOP Change Notices.**

Ver  
1.15  
v2

*All previous change notices have been incorporated into the current 1.15v2 version of the SOP*

2017-006	Change in Phone Number Associated with Shipping Failed Equipment to Depot	✓
2018-001	Electronic Receipts via Email for EFTs Initiated at Navy Cash KIOSKs	✓
2018-002	Change in Fax Number for Navy Cash Customer Service Call Centers	✓
2019-001	Reducing Navy Cash Visitor Cards	✓
2019-002	Change to Contact Info and Elimination of the Trouble Call Worksheet Form	✓

***Please route immediately to the Supply Officer and Disbursing Officer***

**5. Points of Contact.** If you have any questions, please contact:

Hugh Chin at NAVSUP FLC Norfolk

hugh.chin@navy.mil

(757) 443-1189 DSN: 646-1189

Andy Yager at NAVSUP FLC San Diego

andrew.yager@navy.mil

(619) 556-6493 DSN: 526-6493

Vicente Cruz at NAVSUP FLC Yokosuka

Vicente.Cruz@fe.navy.mil

+81 (46) 816-7324 DSN: (315) 243-7324

**6. Specific Changes to Procedures:**

**Refund Procedures (to complete payment to the MWR Treasurer):**

- a. Upon receipt of signed voucher by the Commanding Officer, the Disbursing Officer will complete vouchering the SF1034. See attachment.
- b. MWR Treasurer will report to Disbursing Officer with the MWR Merchant card.
- c. MWR Treasurer will sign the SF1034 as follows:
  - Payee: Name of MWR Treasurer
  - Per: Receipted signature
  - Title: Treasurer
- d. Access funds transfer, individual refund, miscellaneous refund, insert amount, select “SSPN transfer to MWR” NOT MWR MERCHANT from list of Merchants.
- e. Process refund to Chip of the MWR Merchant card. No partial refund is authorized. Exact total as shown on SF1034 must be refunded.
  - a. \*\*\* Process may include more than one load based on chip limit. Treasurer will visit KIOSK to clear chip to allow additional refunds until total is refunded \*\*\*
- f. Confirm refund by verifying Merchant Sales Summary Report (MSSR). This completes payment to MWR Treasurer.

**Reporting Procedures:**

- a. On DD Form 2657, Record the transferred amount of Ship’s Store profits on line 4.1 (Gross Disbursement) and as a negative entry on line 4.2A (Deposits Presented or Mailed to Bank).
- b. Retain copy of MSSR with SF1034 to support entry to 4.2a until EOM is completed
  - \*\*\* The actual Debit Voucher will not be available until EOM has been completed \*\*\*
- c. Upon receipt of the EOM Voucher Summary Report the refund will show as follows:  
20190820 171022 20190925 155839 SSPN TRANSFER - CHIP 0.00 -20000.00 -20000.00  
SSPN Transfer to MWR DV31309 CHIP 09/25/2019 20000.00
- d. Record debit voucher as normal on your SODA and submit SF1034 following regular Disbursing Procedures.

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## **5.10 Distribution of Ship's Store Profits:**

- a. To distribute ship's store profits, the Disbursing Officer can make the payment to MWR by processing a refund from the Ship Store Profit Navy (SSPN) transfer to MWR Merchant directly to the Chip of the MWR Merchant card.
- b. This process eliminates the need for payment to be done by cash or Treasury check. To further clarify, upon receipt of the approved SF1034 signed by the Commanding Officer, the Disbursing Officer will have the MWR Treasurer report to the Disbursing Office with the MWR Merchant card. The Disbursing Officer will then access the funds transfer option in the disbursing application to process a miscellaneous refund. By selecting from the list of available merchants, the "SSPN Transfer to MWR" Merchant allows funds to be debited from SSPN and credited to MWR Merchant card. Since there is a chip limit on Accountable Official cards, if the amount exceeds the chip limit then multiple refunds will have to be made until full total is refunded. No partial payment of the SF1034 total is authorized.
- c. On DD Form 2657, Record the transferred amount of Ship's Store profits on line 4.1 (Gross Disbursement) and as a negative entry on line 4.2A (Deposits Presented or Mailed to Bank). To document transactions, a copy of the Merchant Sales Summary Report (MSSR) will be attached to the original SF1034 (see example below) to support entries on DD2657.
- d. Upon receipt of the EOM Summary Report, the Disbursing Officer will receive a debit voucher to support entry to 4.2a. Record debit voucher following normal procedures in preparation of Schedule of Deposit Activity (SODA) report.

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Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-122		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO. PV# → PV #	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION		DATE VOUCHER PREPARED 01 OCT 2019		SCHEDULE NO.		PAID BY	
DISBURSING OFFICER USS ARLINGTON (LPD 24)		CONTRACT NUMBER AND DATE		DISBURSING OFFICER USS ARLINGTON (LPD 24) DSSN 888		Date: 01 OCT 2019	
PAYEE'S NAME AND ADDRESS		REQUISITION NUMBER AND DATE		DATE INVOICE RECEIVED		DISCOUNT TERMS	
MORALE WELFARE AND RECREATION FUND USS ARLINGTON (LPD 24) UNIT 100341 FPO AE 09564						PAYEE'S ACCOUNT NUMBER	
SHIPPED FROM		TO		WEIGHT		GOVERNMENT B/L NUMBER	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST PER		AMOUNT ( <sup>1</sup> )	
	01OCT2019	DISBURSEMENT OF SHIP'S STORE PROFITS TO RECREATION FUND  THE EXPENDITURE AUTHORIZED HERE IS CONSIDERED NECESSARY, (OR DESIRABLE) FOR THE MORALE AND RECREATION OF THE PERSONNEL UNDER MY COMMAND.  /S/ /  ANDREW YAGER, CDR, USN COMMANDING OFFICER					\$20,000.00
						EXPLANATION/AMOUNT OF PAYMENT	
(Use continuation sheets if necessary)		(Payee must NOT use the space below)		TOTAL		\$20,000.00	
PAYMENT:		APPROVED FOR		EXCHANGE RATE		DIFFERENCES	
<input type="checkbox"/> PROVISIONAL		- \$ 20,000.00		- \$1.00			
XX COMPLETE		BY <sup>2</sup>					
<input type="checkbox"/> PARTIAL		HUGH CHIN, ENS, SC, USN /S/ /		APPROVAL			
FINAL		TITLE		(Signature or initials)		Amount verified, correct for \$20,000.00	
<input type="checkbox"/> PROGRESS		DISBURSING OFFICER					
<input type="checkbox"/> ADVANCE							
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
25 SEP 2019		ANDRE GRISHAM, LT, SC, USN		CERTIFICATION OF PMT		SUPPLY OFFICER	
(Date)		(Authorized Certifying Officer) <sup>3</sup>				(Title)	
ACCOUNTING CLASSIFICATION							
US 17X8723 2301 023 10001 0 065972 21 000000 00XXXXX75400				\$20,000.00			
PAYMENT TYPE: CASH OR CHECK				LINE OF ACCOUNTING: XXXXX = SHIP UIC			
CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER		ON (Name of bank)	
EFT PAYMENT NAVY CASH		DATE		PAYEE <sup>3</sup>			
\$20,000.00		01 OCT 2019		DELMA ROBINSON /S/ /			
<sup>1</sup> When stated in foreign currency, insert name of currency.						PER	
<sup>2</sup> If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.						TITLE	
<sup>3</sup> When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary" or "Treasurer", as the case may be.						TREASURER	

Previous edition usable

NSN 7650-00-634-4206

**PRIVACY ACT STATEMENT**  
The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

## Sample Navy Cash EOM Summary Report

(Showing the "SSPN to MWR" Merchant)

Run Date: 09/26/2019  
Run Time: 14:26  
Report Name: EOM Summary Report

NAVY CASH END OF MONTH SUMMARY REPORT FOR 09/2019  
USS ARLINGTON  
DSSN: 8888

START TIME	END TIME	Vendor/Merchant	Sale Amount	Refund Amount	Net Amount
20190820 171022	20190925 155839	NAVY DISBURSING - STRIP	0.00	-10.00	-10.00
20190820 171022	20190925 155839	NAVY DISBURSING - CHIP	0.05	-722.05	-722.00
-	-	MARINE DISBURSING - STRIP	0.00	0.00	0.00
-	-	MARINE DISBURSING - CHIP	0.00	0.00	0.00
-	-	SSPN TRANSFER - STRIP	0.00	0.00	0.00
20190820 171022	20190925 155839	SSPN TRANSFER - CHIP	0.00	-20000.00	-20000.00
20190820 171022	20190925 155839	GENERAL MESS - FOOD	1395.81	0.00	1395.81
20190820 171022	20190925 155839	GENERAL MESS - SURCHARGES	36.45	0.00	36.45
20190820 170958	20190925 155810	SHIP STORE	3004.01	0.00	3004.01
-	-	HANGAR BAY SALES	0.00	0.00	0.00
-	-	VMSODA0000000005	0.00	0.00	0.00
20190820 170730	20190925 155605	VMSODA0000000004	235.80	0.00	235.80
20190820 170737	20190925 155611	VMSODA0000000003	183.70	0.00	183.70
-	-	VMSODA0000000002	0.00	0.00	0.00
-	-	VMSODA0000000001	0.00	0.00	0.00
20190820 170745	20190925 155654	Vending Soda BULK	396.00	0.00	396.00
20190820 170901	20190925 155713	VMCAND0000000007	1214.00	0.00	1214.00
20190820 170805	20190925 155707	VMCAND0000000008	112.20	0.00	112.20
20190820 170752	20190925 155700	VMREDBULL00000001	1168.75	0.00	1168.75
20190820 170939	20190925 155750	VMCAND0000000001	378.30	0.00	378.30
-	-	VMCAND0000000006	0.00	0.00	0.00
20190820 170907	20190925 155721	VMCAND0000000005	378.15	0.00	378.15
-	-	VMCAND0000000004	0.00	0.00	0.00
20190820 170920	20190925 155735	VMCAND0000000003	1375.75	0.00	1375.75
20190820 170930	20190925 155741	VMCAND0000000002	523.00	0.00	523.00
-	-	Vending Candy BULK	0.00	0.00	0.00

Voucher Description	Voucher#	Chip/Strip	Date Prepared	Voucher Amount
Disbursing Cash-Strip is > Strip - Cash	DW27309	STRIP	09/25/2019	10.00
Disbursing Strip-Cash is > Cash-Strip	-	-	-	-
Disbursing Cash-Chip is > Chip- Cash	DW26309	CHIP	09/25/2019	722.00
Disbursing Chip-Cash is > Cash-Chip	-	-	-	-
SSPN Transfer to MWR	DW31309	CHIP	09/25/2019	20000.00
Food Service Sales Totals	DT230309	CHIP	09/25/2019	1395.81
Food Surcharges Total	DT240309	CHIP	09/25/2019	36.45
Sales Totals	DT250309	CHIP	09/25/2019	8969.66