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**ARC Monthly Bulletin – August 2015**  
*Valuable information for ARC's customers*

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**HEADLINES**

**Financial Management Services**

1. Endorsement of Third Party Checks
2. 25<sup>th</sup> Annual Government Financial Management Conference

**Franchise Services**

3. Annual Customer Satisfaction Survey
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**FULL STORIES**

**1. Endorsement of Third Party Checks**

Occasionally, we receive checks that are not written to the customer agency, such as jury duty or Citibank checks written to an employee. Employees submit checks to us for payments of debts to reimburse the agency and often do not endorse the back of the check and/or make it payable to the agency. These checks will be returned to the sender. In the future, please instruct employees to sign the back of the check and under that mark the check payable to your agency. For example, “pay to the order of” or “for deposit only”, Bureau of the Fiscal Service. We prefer that the employee write their own check to the agency; however, it is acceptable if employees endorse and make the check payable to the agency. This serves to protect the employee as well as the agency.

Refer to the Uniform Commercial Code › U.C.C. - ARTICLE 3 - NEGOTIABLE INSTRUMENTS (2002) › PART 2. NEGOTIATION, TRANSFER, AND INDORSEMENT  
<https://www.law.cornell.edu/ucc/3/3-204>.

For additional information, contact either Sara Taylor at 304-480-7007 or [Sara.Taylor@Fiscal.Treasury.Gov](mailto:Sara.Taylor@Fiscal.Treasury.Gov) or Kimberley Krupinski at 304-480-6278 or [Kimberley.Krupinski@Fiscal.Treasury.Gov](mailto:Kimberley.Krupinski@Fiscal.Treasury.Gov).

**2. 25<sup>th</sup> Annual Government Financial Management Conference**

We look forward to attending the Government Financial Management Conference August 17-19, 2015. The conference will be held at the Ronald Reagan Building and International Trade Center, 1300 Pennsylvania, NW, Washington DC and will provide up to 21 continuing professional education (CPE) credits. The conference cost is \$300. This three-day training event provides information on the latest developments in federal financial management practices, systems and operations. All educational training sessions are led by federal financial management experts from the Bureau of the Fiscal Service, Office of Management and Budget, Federal Reserve Bank, and selected partners and agents.

Additional information can be found at the following address:  
[https://www.fiscal.treasury.gov/fstraining/events/fs\\_upcomingevents.htm](https://www.fiscal.treasury.gov/fstraining/events/fs_upcomingevents.htm).

### **3. Annual Customer Satisfaction Survey**

The 2015 customer satisfaction survey is expected to be distributed in August. We appreciate any feedback that your agency provides and we ask for you to be completely candid with your responses. We will utilize the feedback from the survey to improve our organization and continue to ensure we are providing the best value to our customers.

For additional information, contact Michael Satterfield at 304-480-5527 or [Michael.Satterfield@Fiscal.Treasury.Gov](mailto:Michael.Satterfield@Fiscal.Treasury.Gov).

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