



United States  
Department of  
Agriculture

Farm and Foreign  
Agricultural  
Services

Foreign  
Agricultural  
Services

February 12, 1998

FMD-98003  
MAP-98003

**SUBJECT:** Refund Checks  
**TO:** MAP Participants  
FMD Cooperators

1400  
Independence Ave.,  
SW  
Stop 1042  
Washington, DC  
20250-1042

**ISSUE:** The Marketing Operations Staff (MOS) continues to have difficulty processing refund checks submitted by Participants and Cooperators for unauthorized expenditures. All refund checks must be accompanied by adequate documentation to ensure proper crediting to program activities and accounts. Insufficient or incorrect information results in processing delays, not only of refunds, but also reimbursement claims.

**POLICY:** Participants and Cooperators must use the following procedures when submitting refund checks to FAS:

For the MAP - **Make the check payable to the Commodity Credit Corporation. Attach a reimbursement claim** which includes the appropriate activity number, commodity aggregate, country or region code, cost category and the amount to be credited (shown as a negative dollar value). The reimbursement claim should be assigned the next sequential number in the Participant's program. **A separate claim must be submitted for each year included in the refund.** (See Exhibit One).

For the FMD - **Make the check payable to the Foreign Agricultural Service. Attach a reimbursement claim** which includes the appropriate marketing plan, constraint code, activity number, country or region code, cost code and the amount to be credited (shown as a negative dollar value). The reimbursement claim should be assigned the next sequential number in the Cooperator's program. **A separate claim must be submitted for each year included in the refund.** (See Exhibit Two).

**Refunds for MAP and FMD may not be included in the same check.** A separate check must accompany the refund for each program, payable as described above.

If any of the amounts shown on the reimbursement claim represent a repayment to CCC or FAS pursuant to a compliance finding, please cite the relevant Compliance Report Number and the date of the Report.

Please contact MOS at (202) 720-4327 with any questions you have concerning these procedures.

KENT D. SISSON  
Director  
Marketing Operations Staff

**EXHIBIT ONE**

**SAMPLE REIMBURSEMENT CLAIM FOR  
MARKET ACCESS PROGRAM (MAP)**

Reimbursement Claim #97XXX  
Date: month, day, year

TO: Director  
Marketing Operations Staff

FROM: Kumquat Association

SUBJECT: Refund for MAP Agreement  
#99999X

On reimbursement claim #97003, we inadvertently submitted expenses against the following activity:

Activity Number	Commodity Aggregate	Country/ Region Code	Cost Category	Amount (Dollars)
<b>GENERIC ACTIVITIES</b>				
JA001	OTFRT	JA	Shows	-\$4,000
<b>TOTAL GENERIC</b>				<b>-\$4,000</b>
<b>BRAND ACTIVITIES</b>				
BAU01	OTFRT	FR	Shows	-\$900 <sup>1</sup>
<b>TOTAL BRAND</b>				<b>-\$900</b>
<b>GRAND TOTAL</b>				<b>-\$1,300</b>

<sup>1</sup> Represents repayment of \$900 to CCC for expenditures found to be unauthorized by the Compliance Review Staff in CRS Report 0520-0000 dated December 25, 1999.

*(signature)*

Jane Doe  
President  
Kumquat Association

*(signature)*

John Q. Public  
Financial Specialist  
Kumquat Association

**EXHIBIT TWO**

**SAMPLE REIMBURSEMENT CLAIM FOR FOREIGN  
MARKET DEVELOPMENT (FMD) PROGRAM**

Reimbursement Claim #98XXX  
Date: month, day, year

TO: Director  
Marketing Operations Staff

FROM: Kumquat Association

SUBJECT: Refund for Cooperator Project  
Agreement #000000.

The following represents repayment of \$350 to FAS for expenditures found to be unauthorized by the Compliance Review Staff in CRS Report 0520-0000 dated July 4, 2000:

MARKETING PLAN CODE	COMMODITY GROUP CODE	CONSTRAINT CODE	ACTIVITY CODE	REGION CODE	COUNTRY CODE	COST CODE	AMOUNT
9801	5KA	R80	B001B	WEU	BE	10	-\$100
9801	5KA	R80	B001B	WEU	FR	30	-\$250
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TOTAL CLAIMED							-\$350

*(signature)*  
Jane Doe  
President  
Kumquat Association t

*(signature)*  
John Q. Public  
Financial Specialist  
Kumquat Association