

## DATA ITEM DESCRIPTION

**Title:** CASH COLLECTION VOUCHER

**Number:** DI-FNCL-80542A

**Approved Date:** 20140812

**AMSC Number:** F9489

**Limitation:**

**DTIC Applicable:**

**GIDEP Applicable:**

**Office of Primary Responsibility:** 35 (AFPC/FMNB)

**Applicable Forms:** DD FORM 1131

**Use/Relationship:** The Cash Collection Voucher is used to account for the transfer of funds between disbursing and receiving offices providing food services.

- a. This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.
- b. This DID is applicable to the acquisition and performance of food services contracts.
- c. This DID supersedes DI-FNCL-80542.

### **Requirements:**

1. Referenced documents: None.
2. Format: The DD Form 1131 shall be used.

(Copies of this Form are available at  
<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>)

3. Content: DD Form 1131 is prepared each time an individual dining facility turns funds in to the control office and each time the control office turns funds in to the accounting and finance office. The names and locations of the disbursing and receiving offices are entered on the forms.
  - a. The activity remitting the funds describes the remittance and gives a detailed description of the purpose for which collections were received and the amount of the collections.
  - b. The completed DD Form 1131 serves as a receipt for the transfer of funds.
4. End of DI-FNCL-80542A.

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