



Reserve Component Food Service



*DD FORMS 1544
CASH MEAL PAYMENT
SHEETS*



Reserve Component Food Service



DD 1544 Briefing

Regulatory Requirements

AR 30-22 The Army Food Program

**DA PAM 30-22 Operating Procedures
for the Army Food Program**



Reserve Component Food Service



Responsibilities for issue and maintenance of DD Forms 1544

Transfer of DD Form 1544 Book

Issue of single DD 1544 Sheet

Closing of DD Form 1544 after meal

Receipt of single sheet with cash collection



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CASH MEAL PAYMENT SHEET - TRANSFER CONTROL				SERIAL NO. 269922
SECTION I - CONTROL OFFICE CONTROL OFFICER TITLE OR RANK AND LOCATION	SECTION II - ISSUE TO (ORGANIZATION AND LOCATION)	SECTION III - TURNED IN BY NAME, ORGANIZATION AND LOCATION	SECTION IV - CASH TURN IN VOUCHER ATTACHED	
SIGNATURE AND DATE	FROM	OFFICER TURNING IN BOOK	DATE	

4 TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYMENT BOOK			SERIAL NO. 269922
NAME AND LOCATION OF ACTIVITY RECEIVING CASH MEAL PAYMENT BOOK			
ISSUED OR TURNED IN BY (Signature)	RECEIVED BY (Signature)	DATE	

3 TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYMENT BOOK			SERIAL NO. 269922
NAME AND LOCATION OF ACTIVITY RECEIVING CASH MEAL PAYMENT BOOK			
ISSUED OR TURNED IN BY (Signature)	RECEIVED BY (Signature)	DATE	

2 TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYMENT BOOK			SERIAL NO. 269922
NAME AND LOCATION OF ACTIVITY RECEIVING CASH MEAL PAYMENT BOOK			
ISSUED OR TURNED IN BY (Signature)	RECEIVED BY (Signature)	DATE	

1 TRANSFER CONTROL AND RECEIPT - CASH MEAL PAYMENT BOOK			SERIAL NO. 269922
NAME AND LOCATION OF ACTIVITY RECEIVING CASH MEAL PAYMENT BOOK			
ISSUED OR TURNED IN BY (Signature)	RECEIVED BY (Signature)	DATE	

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CONTROL RECORD FOR DINING FACILITY - DD FORM 1544
Use for all dining facilities, see DA FORM 1544-1, 1544-2, 1544-3, 1544-4, 1544-5, 1544-6, 1544-7, 1544-8, 1544-9, 1544-10, 1544-11, 1544-12, 1544-13, 1544-14, 1544-15, 1544-16, 1544-17, 1544-18, 1544-19, 1544-20, 1544-21, 1544-22, 1544-23, 1544-24, 1544-25, 1544-26, 1544-27, 1544-28, 1544-29, 1544-30, 1544-31, 1544-32, 1544-33, 1544-34, 1544-35, 1544-36, 1544-37, 1544-38, 1544-39, 1544-40, 1544-41, 1544-42, 1544-43, 1544-44, 1544-45, 1544-46, 1544-47, 1544-48, 1544-49, 1544-50, 1544-51, 1544-52, 1544-53, 1544-54, 1544-55, 1544-56, 1544-57, 1544-58, 1544-59, 1544-60, 1544-61, 1544-62, 1544-63, 1544-64, 1544-65, 1544-66, 1544-67, 1544-68, 1544-69, 1544-70, 1544-71, 1544-72, 1544-73, 1544-74, 1544-75, 1544-76, 1544-77, 1544-78, 1544-79, 1544-80, 1544-81, 1544-82, 1544-83, 1544-84, 1544-85, 1544-86, 1544-87, 1544-88, 1544-89, 1544-90, 1544-91, 1544-92, 1544-93, 1544-94, 1544-95, 1544-96, 1544-97, 1544-98, 1544-99, 1544-100

1. UNIT		2. REPORT TO		3. REPORT NO.		4. REPORT DATE		5. REPORT BY	
CO A, 25th BN, 8th Div, Ft Lee, VA		1234567		1234567		1234567		1234567	
6. QUANTITY	7. DESCRIPTION	8. ORGANIZATION	9. TIME	10. DATE	11. TIME	12. PRICE		13. TOTAL	14. SIGNATURE
						15. UNIT PRICE	16. EXTENDED PRICE		
1	SCOT Hamd Titled	CO A, 25th BN	5:00	2002110	2002030	8.00		160.00	Sgt Sally Roberts
1	SCOT Hamd Titled	Co A, 25th BN	5:00	2002110	2002030	16.25		325.00	Sgt Sally Roberts
1	SCOT Hamd Titled	CO A, 25th BN		2002110	2002030	6.50		325.00	Sgt Sally Roberts
1	SCOT Betty Brandy	CO B, 25th BN	4:00	2002110	2002031	6.50		130.00	Sgt Robert Bull
1	SCOT Betty Brandy	CO B, 25th BN	4:00	2002110	2002031	13.00		130.00	Sgt Robert Bull
1	SCOT Betty Brandy	CO B, 25th BN	2:00	2002110	2002031	39.00		78.00	Sgt Robert Bull

DA FORM 1544, JUL 2002
 Figure 3-11. Sample DA Form 1544 (Control Record for Dining Facility-DD Form 1544) and instructions.



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CASH MEAL PAYMENT SHEET												5234567	
REGIMENT OR BATTAL FACILITY										MONTHLY PERIOD			
DA FORM 1044 (Rev. 01-01) USE FOR FOOD SERVICE										30-Jan-02		31-Jan-02	
FOOD SOURCES										DISBURSED (S)		FOR DUTY (S)	
\$1.00	\$1.25	\$1.50											
\$1.00	\$1.25	\$1.50											
GRADE	NAME	DOLLAR VALUE					GRADE	NAME	DOLLAR VALUE				
		\$	00	00	00	00			\$	00	00	00	00
SFC	Donald Starny	1.00						BALANCE BROUGHT FORWARD					
CPT	James J. Johnson	1.00					Sgt	Sally V. Standy	12.00	18.25	0.50		
Sgt	Sally Stank	1.00					MAJ	Thomas C. Ballard	2.25				
Sgt	Paul J. Smith	1.00					LT	James M. Baskin	3.25				
Sgt	Donald J. Starny	3.25					SFC	William E. Syre	3.25				
Sgt	Donald Starny	3.25					SFC	William E. Syre	3.25				
CMS	James Hill	3.25					Sgt	Sally V. Standy					
CMA	Kimberly Williams	3.25					SGM	Theresa Jones				3.25	
Sgt	Jim E. Hill	3.25					SMA	Raymond Hill				3.25	
CMA	Willa E. Jones	3.25					SFC	Timothy Dray				30.50	
Sgt	Donald J. Starny	3.25					Sgt	Sally V. Standy					
SMA	Edward Lee	3.25											
CPT	Thomas Hill	3.25											
Sgt	Donald J. Starny	3.25											
SFC	Thomas Smith	1.00											
SMA	George Brown	1.00											
SMA	Richard Pappert	1.00											
SMA	Raymond Hill	1.00											
TOTAL		12.00	18.25	0.50									

Figure 3-10. Sample DD Form 1044 (Cash Meal Payment Sheet - Sheet 1) and instructions.



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CASH MEAL PAYMENT SHEET REGISTER							SERIAL NO.	
ORGANIZATION							00000	
Co. A, 216 th BN, QM BDE							Fort Lee, VA 21801	
LINE NO.	ISSUING OFFICER	ORGANIZATION	DATE PAID	DATE RECEIVED	CASH AMOUNT COLLECTED	REC'D BY	VOUCHER NO.	
1	SFC D. F. ROONE	CO. A 216 th BN	22 JUN	23 JUN	\$ 16.05	DOS	1634	
2	SFC D. F. ROONE	CO. A 216 th BN	23 JUN	24 JUN	\$ 8.93	DOS	1634	
3	SFC D. F. ROONE	CO. A 216 th BN	24 JUN					
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(Page 1 of 2) Form 1544

Figure 3-12. Sample Page 8 of DD Form 1544 (Cash Meal Payment Sheet Register)



Reserve Component Food Service



**Safeguarding of DD Forms 1544 in
garrison and in field location**

Procedures for turn in of cash

**Procedures for turn in of completed DD
Form 1544 Cash Meal Payment Book**



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CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NO.		
RECEIVED BY (Name and location) (Include ZIP Code)		DISBURSING OFFICE COLLECTION VOUCHER NO.		
RECEIVED AND FORWARDED BY (Printed name, title and signature) Jeffrey E. Ruffalo CPT, QM SDE Food Service Officer		DATE 08 Feb 02		
ACTIVITY (Name and location) (Include ZIP Code) Company A, 12th ABN SQ, 4th Brigade, Fort Lee, VA, EMSC 3000		DISBURSING STATION (Symbol, No.) DA'S RECEIVED SUBJECT TO COLLECTION		
PERIOD FROM 30 Jan 02 TO 31 Jan 02				
DATE	NAME OF RECEIPTOR	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTION WAS RECEIVED	AMOUNT	ACCOMPLISHING ORGANIZATION
08 Feb 02	GARRISON	FOOD COST	\$11.00	(See the complete accounting classification to be credited)
		OVERAGE / SHORTAGE	\$0.00	
	OPERATION & MAINTENANCE, ARMY	INSTALLATION ALLOTMENT	\$14.95	(See the complete accounting classification to be credited)
	FIELD OPERATIONS	FOOD COST	\$1.35	(See the complete accounting classification to be credited)
		FIELD OVERAGE / SHORTAGE	\$0.00	
	OPERATION & MAINTENANCE, ARMY	INSTALLATION ALLOTMENT	\$0.20	(See the complete accounting classification to be credited)
BOOK NO. 124847 (BOOK IN ENCL. SHEET NUMBER) 1			TOTAL	\$27.30

Figure 3-13. Sample DD Form 1131 (Cash Collection Voucher) and instructions.



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COMPLETING A DD FORM 1544

Read the inside cover of the DD Form 1544
Headcounter instructions must be thorough
Closing out the sheet after the meal is finished
Headcounter turns in cash and change fund
Securing of cash sheet and monies
Turning in cash and DD 1544 at end of IDT



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CONTENTS

Instructions
Cash Meal Payment Sheet Transfer Control

Cash Meal Payment Sheet Register
Cash Meal Payment Sheets 450 each

INSTRUCTIONS

1. **TRANSFER CONTROL AND RECEIPTS.** Transfer control and receipts will be used to transfer complete book. Individuals authorized to receive cash meal payment sheet books will sign transfer control and receipt No. 1 at the time of receipt of the book. The receipt will be retained by the person transferring the book as a receipt. A transfer control and receipt will be used to return the completed book.
2. **CASH MEAL PAYMENT SHEET REGISTER.** The cash meal payment sheet register will be used to record issue and return of individual cash meal payment sheets. Prior to issue of sheets, the date, signature of person receiving sheets, and his organization will be entered on applicable lines of the register. Care will be taken to ensure that sheet serial numbers correspond with the line number of the register. When sheets are returned, entry will be made on the applicable lines of the date, amount of cash collected (food charges and surcharges) and initials of person receiving sheets. The following procedures are applicable when cash is turned in to:
 - a. The Army finance and accounting officer — voucher number of the DD Form 1131 (Cash Collection Voucher), will be referenced to the applicable cash meal payment sheet. If cash is turned in to other than the finance and accounting officer, reference will be made to DA Form 114 (Receipt for Issue or Turn-in).
 - b. The Navy disbursing officer — the serial and sheet numbers will be entered in the NAVSUP Form 470 (Cash Receipt Book).
3. **CASH MEAL PAYMENT SHEET.** The use and control of the cash meal payment sheets will be accomplished as follows:
 - a. The unit commander or food service officer will authorize all cash meal payment sheets prior to use.
 - b. Current meal rates will be entered in appropriate spaces provided at the top of the form.
 - c. Each individual paying cash for meals will enter his grade, signature, the food charge according to the meal taken and the surcharge, if applicable. Lines will be used in consecutive order.
 - d. If a sheet is used for more than one day, the individual collecting cash for each day will enter his rank, name and date on the next unused line.
 - e. After the sheet is completely used, the money values for each meal will be totaled. The completed sheet will be signed by the person making the last collection.
 - f. Used sheets will be filed in the book.
4. **COMPLETED BOOKS.** After all sheets have been used and all funds applicable to the sheets have been deposited, the completed book and one copy of each DD Form 1131 or DA Form 1141, evidencing deposit or transfer of funds, will be turned in to the officer designated to control the cash meal payment sheet books.
 - a. At Navy activities an audit trail can be established by comparing the value of cash turned in to a collection agency by the cashier against the receipted NAVSUP Form 470 (Cash Receipt Book) retained by the cashier.
 - b. The audit trail for Army activities can be established by comparing:
 - (1) The serial numbers of the DD Form 1544 listed on the unit's copy of the applicable deposit documents with the surviving Finance and Accounting Office's copy and
 - (2) The cash value listed on the accompanying subvoucher DD Form 1544's with the cash deposited as listed on the deposit document.

6 February 2004

Army Center of Excellence, Subsistence



Reserve Component Food Service



DD Forms 1544

USING CORRECT MEAL RATE

Standard Rate

Discount Meal Rate

CURRENT RATES

SPECIAL MEAL RATES



Reserve Component Food Service



TURN-IN OF COMPLETED DD FORMS 1544

TURN IN OF CASH

TURN IN OF COMPLETED FORMS

CASH TURN IN RECORDS (DD Form 1130)

RECORDS HOLDING FOR COMPLETED FORMS



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QUESTIONS???