UNITED STATES POSTAL SERVICE™

Certificate of Transfer

(Complete Part A or Part B, as appropriate)

Part A — US Post Office/PM Financial Accountability

Prepare three (3) copies whenever a post office is transferred from one postmaster or officer-in-charge to another, except where the OUTGOING officer-in-charge is the INCOMING postmaster. The INCOMING PM or officer-in-charge responsibility for the post office begins upon the close of business on the date in block 6. Pay under this new status commences the next day.

1. Certificate of Transfer for *(Check one)*			2. Level of Appointee *(Schedule and Grade)*		
☐ A US Post Office	☐ A PM's Financial Accountability *(Omit items 2 and 11)*				
3. Post Office, State, and ZIP + 4			4. Finance No.	5. CAG	6. Transfer Effective COB This Date

	Account	Balance	13. Blank Domestic Money Order Forms *(Serial Nos.)* From	To
7. Cash and/or Cash Items *(Attach Necessary Explanation)*	In Post Office (AIC 801)	$		
	In Bank (AIC 802)			
	Suspense Items (AIC 814)			
	Total Cash and/or Cash Items	$		
8. Stock on Hand	Postage Stamps (AIC 805)	$		
	Migratory Bird Stamps (AIC 806)			
	Food Coupons (AIC 809)			
			14. Blank International Money Order Forms *(Serial Nos.)*	
	Total Stock on Hand Including Total Stamp Credits	$		
9. Total Accountability		$		
10. Trust Funds	Balance	$		
	☐ Listing of Items Making up This Balance Attached		15. Checks on the Treasurer of US *(Serial Nos.)*	
11. Custodial Accountability *(Check and complete)*	Capital Property Represented by: ☐ Inventory tab listing and changes through ______ *(Date)* or ☐ Entries in Part Eleven of Form 1551			

12. Other *(Specify)*

16. Transfer of Responsibility to Stock, Funds, Capital Property and Equipment Covered by This Form *(Sign all copies)*

I Release Responsibilities *(Printed Name and Signature)*

Outgoing

☐ Postmaster ☐ Officer-in-Charge

☐ Other *(Specify)* ________________________________

I Accept Responsibility *(Printed Name and Signature)*

Incoming

☐ Postmaster ☐ Officer-in-Charge

☐ Other *(Specify)* ________________________________

Distribution of Copies: 1 - to ASC with final account of OUTGOING PM or officer-in-charge; 2 - OUTGOING PM or officer-in-charge; 3 - INCOMING PM or officer-in-charge.

Part B — Standard Field Accounting Procedures (SFAP) Offices/PM Financial Accountability

Prepare three (3) copies whenever an SFAP office is transferred from one postmaster or officer-in-charge to another, except where the OUT-GOING officer-in-charge is the INCOMING postmaster. The INCOMING PM or officer-in-charge responsibility for the post office begins upon the close of business on the date in block 6. Pay under this new status commences the next day.

1. Certificate of Transfer for *(Check one)*

☐ An SFAP Office ☐ A PM's Financial Accountability, SFAP Office *(Omit items 2 and 11)*

2. Level of Appointee *(Grade)*

EAS ________

3. Post Office, State, and ZIP + 4	4. Finance No.	5. CAG	6. Transfer Effective COB This Date

	Account		Balance
7. Food Coupons	Total Food Coupons (AIC 839)		$
8. Cash	Total Cash Retained Today (AIC 753)		$
9. Stock on Hand	Unit ID	Unit Accountability (AIC 853)	$
	Unit ID	Unit Accountability (AIC 853)	
	Unit ID	Unit Accountability (AIC 853)	
	Unit ID	Unit Accountability (AIC 853)	
	Unit ID	Unit Accountability (AIC 853)	
	Unit ID	Unit Accountability (AIC 853)	
	Unit ID	Unit Accountability (AIC 853)	
	Total Accountability (AIC 853)		$
10. Total Suspense (AIC 754-761, 763-770)			$
11. Trust Funds	Total Trust Funds (AIC 050-079)		$
	☐ Listing of Items Making up This Balance Attached		
12. Custodial Accountability	Capital Property Represented by Inventory Tab Listing and Changes Through: *(Date)*		

13. Other *(Specify)*

14. Blank Domestic Money Order Forms *(Serial Nos.)*

From	To

15. Blank International Money Order Forms *(Serial Nos.)*

16. Transfer of Responsibility to Stock, Funds, Capital Property and Equipment Covered by This Form *(Sign all copies)*

I Release Responsibilities *(Printed Name and Signature)*

Outgoing

☐ Postmaster ☐ Officer-in-Charge

☐ Other *(Specify)* ______________________________

I Accept Responsibility *(Printed Name and Signature)*

Incoming

☐ Postmaster ☐ Officer-in-Charge

☐ Other *(Specify)* ______________________________

Distribution of Copies: 1 - to ASC with final account of OUTGOING PM or officer-in-charge; 2 - OUTGOING PM or officer-in-charge; 3 - INCOMING PM or officer-in-charge.