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UNITED STATES GENERAL ACCOUNTING OFFICE  
REGIONAL OFFICE  
FEDERAL BUILDING, 16TH FLOOR WEST  
230 SOUTH DEARBORN STREET  
CHICAGO, ILLINOIS 60604

089561

7 APR 1976

Mr. Elmo G. Poole  
Agent in Charge  
U. S. Passport Agency  
230 South Dearborn Street, Room 331  
Chicago, Illinois 60604

Dear Mr. Poole:

We recently surveyed cash management practices at several Federal agencies one of which was the Chicago Passport Agency. We wanted to determine whether collections are deposited promptly, as required by Title 7 of the GAO manual, a practice which would decrease the need for borrowing by the U. S. Treasury and reduce interest costs to the Government.

The Chicago Passport Agency collects passport application fees averaging over \$11,000 daily. Collections however, are not processed for deposit until the second day following receipt.

You advised us that daily deposits could be accomplished with some changes in procedures and, if determined feasible, you would request approval to do so.

A concerted practice of daily deposit by Passport Agencies and other Federal agencies could help immensely to reduce the borrowing burden on the U. S. Treasury. We would appreciate being advised of the corrective actions you carried out.

A copy of this report is being sent to the Director, Passport Office, Department of State, Washington, D.C., to consider what actions may be needed to promote prompt deposit of collections by all Passport Agencies.

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Thank you for the cooperation extended to our representatives during the survey.

Sincerely yours,

W. J. Schad

W. J. Schad  
Acting Regional Manager