

## 1371 - BILLINGS

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.01 Purpose. This Section of the Manual prescribes procedures for the preparation of bills and fee notices for amounts due or to become due the Bureau.

.02 Objectives. The primary objective is to assure prompt, uniform, and legal billing operations in all BLM offices.

.03 Authority. General authority is included in BLM Manual Section 1300.03.

.04 Responsibility. All Bureau personnel whose duties involve issuing bills and notices are responsible for compliance with the procedures contained in this Section.

.05 Defintiions.

A. Accounts Receivable. The aggregate of all outstanding unpaid bills which represent amounts owed to the Government. Advance fee notices which may be paid prior to the due date, or canceled for non-payment, are not included in accounts receivable.

B. Bill or Billing. A bill to a lessee, licensee, permittee, contractor, or other party of an amount currently due.

C. Courtesy Notice. An advance notice to a licensee, lessee, or permittee of fees due by a specific date. Courtesy notices which are not paid by the due date may result in a loss of privileges and cancellation of the fee notice.

D. Canceled Bill. An erroneous billing reported as an accounts receivable but later canceled.

E. Voided Bill. A billing which was spoiled in preparation and voided. Such bills are not reported as accounts receivable.

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.1 Billing Principles.

.11 When to Bill. Bills or courtesy notices for amounts due or to become due the Government are issued as follows:

A. In Advance of Due Date. Bills or courtesy notices for amounts which become due on a recurring or repetitive cycle, such as install-  
→ ment accounts receivable, oil and gas rentals, Section 3 grazing permits and Section 15 grazing leases, rights-of-way, etc., are rendered from 21 to 45 days in advance of the due date. ←

B. On Due Date. Certain amounts, such as trespass damages, are not known in advance; these are billed immediately upon determination of the amount due.

1. Other amounts which cannot be billed in advance, such as reimbursements from other agencies, are billed upon completion of the reimbursable work or on the basis of progress as major segments of the work are completed.

C. Other. Amounts for which other periods of billing have been prescribed by law or regulation are billed accordingly.

.12 Whom to Bill. Bills are rendered to the party having legal responsibility for the satisfaction of the debt. This party is the  
→ record titleholder of the lease or permit. Generally, if the permit or lease document lists more than one person, the bill will be sent to ← the first person listed.

.13 Where to Bill. Bills are mailed to the last known address of the debtor. In cases listing more than one address, send the bill to the address shown on applications, correspondence, etc. If the debtor specifies a billing address, use the address requested.

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.2 Billing Control. The procedures in this Section prescribe controls to ensure that timely and accurate billings or courtesy notices are prepared for amounts due the Bureau.

.21 Case Records. Individual case folders are established for grazing permits and leases, timber sales, oil and gas leases, and various other contracts involving payments to the Bureau. One section of each case folder is reserved for accounting documents. The case record, which contains permit or lease forms, official correspondence, and copies of pertinent accounting documents, represents a complete case history.

.22 Serial Numbering. All documents which are posted to the official land status records and all other filings processed on a case basis are serially numbered by the land office having jurisdiction. (See BLM Manual Section 1274.24.) Similar procedures are followed in District offices for permits and leases filed in their areas of authority to facilitate filing, billing, and the control of individual cases. Grazing permits and leases are not serialized, since these are filed and controlled by grazing record name and number.

.23 Billing Index Cards and Grazing Bill Register. Billing index cards or grazing bill registers are used for various permits, leases, etc., which are billed on a repetitive basis.

A. Land Offices Using Automated Billings. Where automated procedures are used for the issuance of bills or notices of amounts due the Bureau, billing index cards are not required. Monthly notices are generated by the computer from a master billing list. Master billing lists are prepared from information furnished on Form 1370-41, Receipt and Accounting Advice, and Form 1370-22, Accounting Advice. (See Illustration 16, and BLM Manual Section 1372, Illustration 7.)

B. District Offices Not Using Automated Billings. Where automated procedures are not used, officials must establish a billing index file to ensure timely issuance of bills or notices.

1. Form 1371-19, Notice of Payment Due, is designed for District Office use as a combination billing index card and bill. (See Illustration 5.) This form is used for billing amounts due the Bureau from Special Land-Use Permits, Rights-of-Way Permits, and other leases or licenses (except grazing) billed on a repetitive basis. Billing index cards are prepared from information furnished on an accounting advice.

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→ C. Grazing Bill Register. The Grazing Bill Register and Grazing Bill Bypass List are printed with each weekly grazing bill printing from the Range Management Automated System (RMAS). The Grazing Bill Register is printed in resource area sequence and lists the permittees or lessees for whom grazing bills were printed on a specific date, by grazing record number and operator name. This listing also includes the bill number and amount and serves as the numeric file copy for computer-printed grazing bills. The Grazing Bill Bypass List is a listing of grazing records for which grazing bills were scheduled to be printed but were not, with the reason for not printing them. ←

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.3 Billing Forms. The principal forms used by the Bureau for billing purposes are listed below. Standard, Departmental, or other forms not provided for in this Section are authorized as needed.

.31 Form 1370-1, Bill/Receipt. (See Illustration 1.) All bills issued on Form 1370-1 (except bills for timber sale collections as explained in BLM Manual Section 1372.25K) are classified as accounts receivable and reported to the Service Center Director (D-515) on a Collection Data Sheet, Form 1370-35 (Illustration 8). Use Form 1370-1 for the following:

A. Type of Billing.

1. Timber sales - bills and advance installment payments.
2. Copy fees to Federal agencies who have their own disbursing facilities (where permitted).
3. Copy fees to State and municipal agencies.
4. Repayments to appropriations, including trust funds, from sources outside the Federal Government or from those Federal Government agencies having their own disbursing facilities.
5. Trespass damages other than grazing trespass.
6. Leases or permits billed on Form 1371-19, which are unpaid on the due date and not automatically terminated or held for termination within 30 to 60 days.
7. Any other amount representing an accounts receivable for which another bill form is not prescribed.

B. Distribution of Copies. Form 1370-1 is a six-part bill form. Copies are distributed and used as follows:

<u>Part</u>	<u>Purpose</u>
1. Bill or Notice	Bill notice
2. Numerical File	Numerical record of all bills issued, audit trail
3. Case Folder	Documentation in case file
4. Collection Voucher	Support for deposit ticket
5. Receipt	Receipt for amount paid



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<u>Part</u>	<u>Purpose</u>
6. Default Notice	Notice of delinquency and possibility of cancellation of privileges
7. Miscellaneous Copy	Documentation for the agency copy of the CD to notify additional party in the case of joint interest.

.32 Grazing Bills. Grazing bill forms are used where grazing fees are charged under Section 3, permit, or Section 15, lease, of the Taylor Grazing Act for livestock grazing upon or crossing the public lands and/or other lands administered by BLM. (See 43 CFR 4130.5)

A. Form 1370-37, Computer Grazing Bill. (See Illustration 2.) This form is computer printed. The necessary accounting advice for the Financial Management System (FMS) is computer generated from the Grazing Record and the upper part of the Billing Notice (Remittance Advice). This eliminates the need for routine use of the Collection Data Sheet (CDS).

1. This Computer Grazing Bill should be used to bill for livestock grazing on lands administered by BLM.

2. Form 1370-37 is a four-part billing form. Parts are distributed and used as follows:

<u>Part</u>	<u>Distribution</u>	<u>Purpose</u>
a. Billing Notice (white)	To permittee or lessee who returns top portion to office with remittance of grazing fees	Notice to permittee or lessee of grazing fees due; top portion is used to update Grazing Record Master File (GRMF) and for collection input to Financial Management System (FMS)
b. Case File (yellow)	To Unpaid Grazing Bill File; to Case File when paid	To document Grazing Case File Records
c. Resources Area File (pink)	To Unpaid Grazing Bill File; to Resource Area Manager when paid	Alphabetic file for area field office employees
d. Collection Voucher	To Unpaid Grazing Bill File; to Cashier when paid	Support for Deposit Ticket

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3. Collections from computer billing notices issued on Form 1370-37, are processed through the Financial Management System (FMS) collection procedures and are interfaced with RMAS. Collection Data Sheets, Form 1370-35, are not required to enter any collections for computer printed billing notices into the FMS. The receivable entry is automatically generated by the computer and identified by the letter "G" in front of the number. Under no circumstances may a field official establish a "G" series receivable.

a. If the "Remittance Advice" (top portion of billing notice) is returned with the payment, remove all parts of the billing from the unpaid bills file. If the Remittance Advice (RA) is not returned, locate the bill by name or description and make a machine copy of the RA portion of the collection voucher copy.

b. Verify the amount billed with the remittance and write the amount collected on all copies of the billing notice, Form 1370-37. If the amount collected differs from the amount billed, see BLM Manual Sections 1372.26 and .27 for over or under payments procedures.

B. Form 1370-38, Manual Grazing Bill. (See Illustration 3.) This form is manually prepared in the office issuing the grazing bill. The necessary entries to the FMS are computer generated from the control and data element input on the form and the Allotment Record documentation through RMAS. This eliminates the need for the Collection Data Sheet (CDS) except as provided under .53A2.

1. Manually prepared grazing bills are used as follows:

a. Collections from manual billing notices issued on Form 1370-38, for permittees and lessees in the Grazing Record Master File of RMAS are processed through the FMS. However, the CDS must be used for manually prepared billing notices that are true accounts receivables and for processing collections received from non-permittees or lessees not included with a Grazing Record (GR) under RMAS. The following guidelines apply to manually prepared billings:

	<u>Collection Data Sheet Required</u>	
	<u>With Bill</u>	<u>With Collection</u>
(1) Crossing use (advance bill):		
Permittees or Lessees	No	No
Other Applicants	No	Yes
(2) Unauthorized grazing use (trespass) (true accounts receivable):		
Permittees or Lessees	Yes	No
Other Violators	Yes	Yes

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	<u>Collection Date Sheet Required</u>	
	<u>With Bill</u>	<u>With Collection</u>
(3) Initial or supplemental bill for actual use (true accounts receivable):	Yes	No
(4) Initial or supplemental bill for activation of non-use (advance bill):	No	No
(5) Supplemental bill for use in excess of authorization:	No	No
(6) Canceled bill (Form 1370-38):		
Accounts Receivable	Yes	---
Not Accounts Receivable	No	---

(a) If the Remittance Advice (RA) is returned with the payment, use to locate the bill and destroy the RA; if the RA is not returned, locate the bill by using other data, but do not make a copy of the RA as required for computer billings.

(b) Verify the amount billed with the remittance and write the amount collected on the "system control" copy of Form 1370-38. If the amount collected differs from the amount billed, see BLM Manual Sections 1372.26 and .27 for overpayment and underpayment procedures.

b. Verify all collections and enter the amount collected on the RA of the computer prepared billing notice and on the RA portion of the systems control part of the manually prepared bill. Prepare a batch label for RMAS collections only. RA and systems control parts of paid billing notices must be batched together and must be supported by an adding machine tape showing the total RMAS collections. This tape plus the tape of other collections (supported by CDS) must equal the total of the deposit ticket. Combine RMAS collections with other collections, prepare a Deposit Ticket, SF-215, deposit remittances, and distribute parts of the grazing bills.

c. Manually prepared grazing bills may be used for timely issuance of grazing bills in response to applications for supplemental grazing use.

d. Manually prepared grazing bills may be used for timely issuance of a grazing bill in response to applications for crossing use on the public lands and/or other lands administered by BLM.

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e. Manually prepared grazing bills are used to issue grazing bills to violators for forage consumed under unauthorized grazing use (trespass).

2. Distribution of Parts. Form 1370-38 is a six-part billing form. Parts are distributed and used as follows:

<u>Part</u>	<u>Distribution</u>	<u>Purpose</u>
a. Billing Notice (white)	To permittee or lessee (and others) who return top portion to office with remittance of grazing fees	Notice to permittee/lessee (and others) of grazing fees due
b. System Control (white)	To Unpaid Grazing Bill File; process through Financial Management System (FMS) collection procedure when paid	Collection input to FMS and update of Grazing Record Master File (GRMF)
c. Case File To (yellow)	To Unpaid Grazing Bill File; to Case File when paid	To document Grazing File records
d. Collection Voucher	To Unpaid Grazing Bill File; to cashier when paid	Support for Deposit Ticket
e. Numerical File	To Numerical File	Numerical records of Form 1370-38's issued, and for audit trail
f. Resource Area File (pink)	To Unpaid Grazing Bill File; to Resource Area Manager when paid	Alphabetic file for area field office employees

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3. As indicated under .32B2, when grazing fees are paid, the Systems Control part of the manually prepared billing form is sent to the Service Center Director (D-512). The Remittance Advice (upper portion of the form) provides the data for the Control Record (Record Type "T") in the specific grazing schedule included on the grazing bill, or replaces the Control Record data for a computer printed grazing bill that is already in the GR. The grazing schedule printed on the lower portion of the form overlays and replaces the current or supplemental grazing schedule in the GR from which the Computer Grazing Bill was printed or adds a current or supplemental grazing schedule in the GR.

.33 Standard Form 1081, Voucher and Schedule of Withdrawals and Credits. (See Illustration 4.) This form is used for billing other agencies within the Federal Government without their own disbursing facilities. The SF-1081 (as a billing device) is used primarily in the Service Center and Headquarters Office. However, limited use of the form in billing for copy fees to other agencies within the Federal Government may be made by State and District Offices.

A. Distribution of Copies. The SF-1081 is printed in sets of four and eight copies; however, two sets of four should be used to obtain good legibility. Distribute copies as follows:

- 1-3 To other agency for certification and submission to Treasury.
- 4-5 Other agency for its files.
- 6 Accounts Receivable File with Collection Data Sheet
- 7 File in Case File, Reimbursable Agreement File, etc. If there is no case file, destroy.
- 8 Numerical File (confirmed and unconfirmed); insert confirmed date as received.

B. Processing of Copies. When bill is issued, prepare Collection Data Sheet to record Accounts Receivable. File retained copies of the CDS with a copy of the SF-1081 in the unpaid bills file. Forward the original and four copies to the agency being billed. After certification, the other agency will forward the original and two copies to Treasury. Treasury retains one copy, returns a confirmed copy to BLM, and forwards a confirmed copy to the agency billed.

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1. If D-515 prepares the SF-1081, the confirmed date received from Treasury is posted to the Collection Data Sheet, and the unconfirmed copy. One copy of the confirming document is used to support the SF-224, Statement of Transactions.

2. If a field office employee prepares a SF-1081, the Service Center Director (D-510) receives the confirmed copy from Treasury and forwards a copy of the confirming document to the billing office for posting to the Collection Data Sheet. The copy retained by the SCD is used to support the SF-224.

.34 Journal Voucher, Form 1370-39. This form is no longer used for billings between Bureau offices. Billing adjustments are accomplished through a shift in program funds or entries on Form 1310-5, Document Face Sheet. Form 1370-39 is used to transfer funds between accounts and to correct accounts within the same accounting station.

.35 Form 1371-16, Notice of Payment Due (Automated). (See Illustration 12.) This form is prescribed for offices using automated billing procedures. (See .4.)

.36 Form 1371-19, Notice of Payment Due (Not Automated). (See Illustration 5.) This form is used by field offices for all types of repetitive billings, such as special land use permits, rights-of-way, and other permits or leases for which a specific form is not prescribed.

A. Issuing and Processing Form 1371-19. Form 1371-19 is a combination billing index card and courtesy notice. Amounts billed on this form are not reported as accounts receivable. Procedures for issuing and processing are as follows:

1. When issuing a notice, reproduce three copies of the index card. Send one copy to the lessee, permittee, etc., and two copies to the employee who maintains the file of unpaid notices. Do not enter in accounts receivable. The copies may be color coded by collating white, green, and yellow copies in the copying process. If this is done, send the white copy to the lessee; upon payment, use the green copy for the case file, and the yellow copy to support the Deposit Ticket.

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.4 Automated Courtesy Notice Procedures. Automated procedures are used by Land Offices to issue courtesy notices for amounts due the Bureau from mineral leases, land leases, permits, and licenses.

.41 Notices. Courtesy notices are rendered from 30 to 35 days in advance of the due date to the record titleholders of leases, licenses, or permits. Monthly notices are generated by the computer from a Master Billing List (Illustration 11). The following procedures are used to maintain the master list and produce monthly notices:

<u>Responsible Office/Official</u>	<u>Step</u>	<u>Action</u>
Adjudicator, State Office	1.	Prepares Receipt and Accounting Advice, Form 1370-41, for each action taken. (See BLM Manual Section 1372, Illustration 7.)
		<u>Note:</u> Extreme accuracy is necessary because this document provides the input for computer updating and errors could result in large financial losses to the Government or to citizens doing business with BLM.
Supervisory Adjudicator, State Office	2.	Forwards to Supervisory Adjudicator.
	3.	Reviews accounting advice for completeness and accuracy.
Accounts Clerk, State Office	4.	Hand carries daily to Accounts Clerk, SO.
	5.	Reviews all accounting advices for completeness of accounting data (including signature) and prepares machine copy.
	5a.	If any advices need correction, returns them to Supervisory Adjudicator, and retains machine copy until corrected advices are received.
	6.	Arranges advices in serial number order.
	7.	Forwards original copies of advices to D-512 daily. Retains machine copies as control of items submitted.

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<u>Responsible Office/Official</u>	<u>Step</u>	<u>Action</u>
Accounts Clerk, State Office (Con.)	7a.	If more than one advice is received on the same lease number, and the last action cancels or replaces the first, sends only last accounting advice to D-512.
	7b.	If advices apply monies, etc., sends to D-512 but prepares machine copy to initiate transfers of refunds.
	7c.	If lease is extended beyond expiration date, or if SC has completed current month's billing, bills manually on Form 1371-16, Notice of Payment Due. (Bills from current date to current anniversary.)
ADP, SCD	8.	Keypunches cards for computer updating, computer updates cards, and updates Master Billing List. (See Illustration 11.)
	9.	Forwards current updated Transaction List (Illustration 9), and accounting advices to Accounts, State Office.
Accounts Clerk, State Office	10.	Matches Transaction List and accounting advices returned from ADP with accounting advices retained in Accounts to insure that all advices were received and processed. Destroys machine copies when Transaction List is correct and all advices are accounted for.
	10a.	If list contains errors or computer rejects, resubmits to ADP.
ADP, SC	11.	Computer generates one copy of each courtesy notice for the current month, Form 1371-16, Notice of Payment Due (Illustration 12), and three copies of Monthly Billing List (Illustration 10).



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<u>Responsible Office/Official</u>	<u>Step</u>	<u>Action</u>
ADP, SC (Con.)	12.	Mails notice to lessee; mails two copies of Monthly Billing List to State Office; retains one copy of list in ADP. (For collection procedures for automated courtesy notices, see BLM Manual Section 1372.7.)

.42 Other Pertinent Data Available. The use of automated courtesy notice procedures has made available numerous types of data which are useful to State Directors and District Managers. This data is available from D-510 on request and/or a required frequency established by a State Director.

A. Current Master List of Oil and Gas Lease Numbers. This is a listing of all active lease numbers presented in serial number order setting forth the kind and type of lease, State and county, fund symbol, number of units, and the lease date.

B. Master List of Oil and Gas Lessee Names. This listing includes the same information as that shown under A. above, accumulated by lessee. In addition, the number of leases held by each lessee and the total units held are shown. This list is used for acreage control purposes.

C. Listing of Lands Cases Due Review. This is a projected work load schedule for lands cases requiring reappraisal before issuing notices of payment due. The listing is prepared by serial number within each District, by State. Information presented includes:

- |                     |                          |
|---------------------|--------------------------|
| 1. Lease number     | 5. Number of units       |
| 2. Type of lease    | 6. Unit cost             |
| 3. State and county | 7. Amount of payment due |
| 4. Fund symbol      | 8. Due date              |

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.5 Types of Billings. This Section presents instructions and procedures relating to specific types of billings.

.51 Reimbursable Work. Billings for reimbursable work must contain all costs properly allocable to the performance of the work. This includes all direct charges, such as materials and labor, and an indirect charge to recover proportionately the indirect costs not specifically identifiable with the work performed. All billings for reimbursable work performed by the Bureau, except billings for copy fees as explained in .52, are prepared by D-515. Rights-of-way billings and their indirect cost rates are explained in BLM Manual Section 1323. All other bills for reimbursable work will include indirect charges as follows:

<u>Amount of Bill</u>	<u>Indirect Charge Percentage Rate</u>	<u>Maximum Amount</u>
First \$ 250,000	25%	\$ 62,500
Next 250,000	20%	50,000
Next 500,000	15%	75,000
Next <u>1,000,000</u>	10%	<u>100,000</u>
\$2,000,000		\$287,000
Over \$2,000,000	5%	

.52 Copy Fees. Sales of copies of records on a credit basis to the general public are not allowed. Credit sales are allowed to other Federal agencies when the sale is part of a reimbursable contract and to agencies of State and local governments. Payment for sales of records may be over-the-counter transactions or in response to requests received in the mail. Where costs for mail transactions exceed the advance payment received with the request, the difference is billed to the customer. Collection in full must be received before the records are released.

.53 Grazing Bills. Grazing bills are issued to collect and process the collection of grazing fees for grazing use on the public lands and/or other lands administered by BLM. Grazing bills are either printed by the computer or prepared manually. They are routinely printed 21 days in advance of the beginning grazing date shown on the first line of the grazing schedule to be included with the bill. Grazing bills are issued upon receipt and processing of actual grazing use reports. Grazing bills may be issued for the period of use ranging from the full grazing fee year to any segment of the year.

A. Types of Billings. The grazing bills are prepared in accordance with one of the following procedures.

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1. For advance billings the grazing bills are issued in advance of authorized grazing use. These bills are treated as courtesy notices of payment due and are not classified as accounts receivable. Record the type of billing as "1." (See .72A.) Grazing bills issued in advance of grazing use are based on the regular mode of livestock use outlined by the current grazing schedule and recognized for grazing preference in a grazing permit or lease. Grazing bills are also issued in advance of grazing use when activating authorized non-use, use in excess of the permittee's or lessee's active grazing preference, and authorizing crossing use. Advance billings are printed approximately 21 days prior to the first grazing period that exists on either the basic or current grazing schedule and are printed on a weekly basis. (The code on the bill, Type of Billing (Data Element 8) for advance billings is "1.")

2. For actual use billings, the grazing bills are issued after the authorized grazing use has been made by the permittees or lessees. (Type of Billing - "3.") These billings are based on actual grazing use reports which must be submitted in accordance with allotment management plans (AMP's) that have been incorporated in grazing permits or leases. These bills can be either for the total grazing use made during the grazing period or they can be adjustment bills. Adjustment bills are for the difference in the amount billed prior to the grazing period (advance billing) and the actual amount of grazing use made as per actual grazing use reports. No adjustment bill is issued where the amount due is less than \$5. Actual use grazing bills are true accounts receivable. Prepare a Collection Data Sheet (CDS), Form 1370-35, for each manually prepared actual use billing and submit to D-512 to establish the accounts receivable. (See .71B.) The System Control part of the manually prepared billing processed through RMAS collection routine clears the accounts receivable, so a follow-up CDS must NOT be submitted. For machine generated billings, see .32A.

B. Fee Rates. The fees charged for grazing use are published annually in the Federal Register. These fees are for the specified grazing fee year beginning March 1 and ending the last day of February. A minimum annual fee of \$10 is charged for livestock grazing on public lands and/or other lands administered by BLM. The minimum fee does not apply when authorizing total non-use. A minimum of \$10 is charged for each crossing permit. (See CFR 4100.0-5(1).

C. Percent of Public Land Use. The percent of public land use is the percentage of the total livestock grazing capacity in an allotment that is on the public lands administered by BLM in that allotment.

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D. Calculation of AUM's. Charges for grazing use are made on the basis of animal unit months (AUM's).

.54 Timber Sale Contracts. BLM Manual Section 1372.22E contains procedures for timber sale collections. If Method No. 1 is used, report each bill to D-512 as an accounts receivable. If Method No. 2 is used, summarize and report monthly collections as unbilled revenue and unpaid bills at the close of the accounting period as accounts receivable.

A. Bill Form. Form 1370-1, Bill/Receipt, is used as a bill form to be issued for timber cut in excess of installment payments collected.

B. Receipt Form. Form 1370-1 is used as a receipt form to be issued when installment payments are made in advance of the due date.

C. Collections Control. Form 1370-1 is used to establish accounts receivable and control collections on timber sales; to record all payments on timber sales contracts to the control account for Unmatured Timber Sales; and to post all bills and collections to the detail Ledger Cards, Form 1370-26, maintained for each unmaturing timber sale contract. Bills and/or collections are reported to D-512 on a Collection Data Sheet, Form 1370-35. (See Illustration 8.)

D. Small Business Administration Roads. Form 1370-1 is used to account for Small Business Administration (SBA) Financed Roads. The SBA, through an agreement with the Department, has developed a program to provide timber purchasers with financial assistance to build primary roads (not spur roads) when road construction is a condition of a BLM timber sale contract. BLM Manual Section 5400.07 explains the SBA and BLM cooperative program. The following instructions pertain to the billing responsibilities of BLM.

1. When the loan authorization and repayment schedule are received from SBA, insert the SBA loan number on Form 1370-26, Ledger Card, immediately above the name or contract number space. Prepare a second Form 1370-26 to be used exclusively for the accumulation of SBA loan information. File separately from the 1370-26 applicable to BLM timber sales, and cross-reference the two cards with the BLM contract number and SBA loan number.

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2. Bills are prepared by BLM on Form 1370-1. Prepare one bill to cover the timber sale installment and loan repayment, and list the two items separately. The appropriate SBA office must be furnished a copy of all bills issued on SBA loans or a monthly report showing each bill number, date, name of borrower, amount of bill, and SBA loan number. An additional copy of the bill is prepared to support collections deposited or transferred to SBA accounts. Report all Forms 1370-1 issued as accounts receivable or collection of unbilled revenue (see BLM Manual Section 1372.15k) and post to Form 1370-26, Timber Sale Ledger Card. On the final bill, show the amount due BLM; on a separate line show that the final payment is due on the SBA loan, but do not enter the amount. The final loan payment is calculated based on the actual date of payment. In lieu of the loan amount, refer to the "Statement of Final Payment Due" which is furnished to BLM and the purchaser by SBA.

.55 Reducing Testimony to Writing.

A. Billing Required. 43 CFR 1823.2-4(a) requires that in the case of all final proofs made before the Manager, or before any other BLM official authorized to take proofs, the claimant must pay the cost of reducing the testimony to writing. Further, no proof is accepted or approved until payment has been made. The determination of the cost of reducing the testimony to writing must be made by the authorized officer.

B. Billing Not Required. When the testimony is reduced to writing by a person other than a Bureau employee at no cost to the Bureau, no charge is made against the claimant. However, if the final proof is incorrectly prepared, necessitating additional costs by the Bureau in making the proof acceptable, such costs must be recovered.

.56 Patent Applications, Railroad Grant Lands. Section 321, Part II, Title III, of the Transportation Act of 1940, (54 Stat. 954) authorizes the issuance of patents for the benefit of certain innocent purchasers for issuance of land-grant lands released by railroad carriers from land-grant claims. The costs of surveying and issuing a patent on such lands must be paid by the carriers. (See 43 USC 881 et seq., and 43 CFR 2631.)

A. Costs of Survey. Applicants for patents on the remaining unpatented railroad grant lands are required to furnish receipts or other evidence showing that survey costs have been paid, or pay a flat charge of \$1 per acre (or fraction thereof) in lieu of the actual costs incurred by the Government for surveying performed in prior years, or reimburse BLM for actual surveying costs (plus overhead) if new surveys are required.

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B. Costs of Preparing and Issuing Patents. 43 CFR 2631 requires that the cost of preparing and issuing a patent on railroad grant lands must be paid by the carrier. Costs are computed based on direct labor (including leave surcharge), plus 25% overhead.

C. Processing Collections.

1. For land surveys performed in prior years, issue Form 1370-1, Bill/Receipt, and deposit collections to account 142499, Other Fees and Charges for Miscellaneous Services.

2. For current patent issuance costs, use Form 1370-1 and deposit collections as a reimbursement to the appropriation charged.

3. When payments are requested in advance for new surveys, issue Form 1370-41, Receipt and Accounting Advice, and deposit collections to Account 14X8566, Expenses, Public Survey Work.

.57 Trespass. Officials in the office in which the claim arises must conduct an investigation to determine the amount of damage, whether the claim is barred by the statute of limitations as established by Public Law 89-505, who the primary party or parties are who are liable, and who the converters of Government property are, if any.

A. Billing. If the investigation reveals that a claim exists, the investigating official:

1. Issues a bill for full amount of claim (if treble damages are claimed, the bill is in the amount of the treble damage).

2. Sends a memorandum with the bill explaining the basis of the claim, if in the opinion of the office head, the bill is not self-explanatory.

3. Records the full amount of the bill in accounts receivable register by submitting a Collection Data Sheet to the SC Director (D-512).

4. Issues and records adjusted or revised bills as circumstances warrant.

B. Time Allowed for Payment. If a trespass is not paid within 30 days of receipt by the trespasser, process the delinquent account in accordance with BLM Manual Section 1375.

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.6 Voided and Canceled Billings.

.61 Voided Billings. Voided billings are billings which were spoiled in preparation and not reported as accounts receivable or processed in any manner. Destroy all copies of the voided billing.

.62 Canceled Billings. Canceled billings are billings which have been prepared erroneously and reported as accounts receivable. Submit a Collection Data Sheet to cancel the bill to Financial Operations Data Control (D-512).

A. Filing. When a billing has been prepared in error, all parts including the original (if not previously mailed), must be marked "canceled" and noted with a short explanation of the cancellation.

B. Disposition. The original, receipt part, Collection Voucher part, and any extra parts prepared for another agency, must be securely fastened to the Numerical File part. The Case File part must be noted with the number and date of any subsequent corrected billing, if any, and placed in the case folder. The default part must be destroyed.

## 1371 - BILLINGS

.7 Records and Reports.

.71 Accounts Receivable. Items classified as accounts receivable under the automated collection system include only bills which represent a firm debt at the time of issuance. Courtesy billing notices and other bills which are normally paid prior to the due date, or canceled for non-payment, do not constitute true accounts receivables.

A. Courtesy Notices. Advance billings for oil and gas leases subject to Public Law 555, grazing permits and leases, and other notices subject to termination for non-payment, are not reported as accounts receivable on a Collection Data Sheet (CDS), Form 1370-35, at the time of billing. Courtesy notices are processed as follows:

1. File copies of notices issued in an unpaid courtesy notice file. Maintain separate files for unpaid notices and unpaid accounts receivable.

2. When payment is received, mark all copies of the notice "paid." Attach one copy to the retained copy of the CD and file in numerical order by CD number. This file serves as an audit trail relating collections to bills issued. Process other copies.

3. Report collections to D-512 on a CDS as required. (See BLM Manual Section 1372.)

B. True Receivables. Trespass debts, fees not canceled for non-payment, certain amounts billed on timber sale contracts (see .54), and grazing fees billed after actual grazing use is determined, are classified as accounts receivable and reported to D-512 on a CDS at the time of billing.

1. Prepare a Collection Data Sheet for each bill issued and forward a copy of 1370-35 (not bill) to the SCD daily. (See .72.)

2. Attache all other copies of Form 1370-35 to the related bill and file in the unpaid bill file (accounts receivable).

3. When payment is received, mark all copies of the bill "paid."

4. Complete the collection copy of Form 1370-35 and forward it to the SCD. (See BLM Manual Section 1372.)

5. Attach collection copy of the bill and triplicate copy of Form 1370-35 to the retained copy of the Deposit Ticket. Process other copies of the bill as required.



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.72 Collection Date Sheet, Form 1370-35. (See Illustration 8.)

This form is used to report billings and collection data to the Service Center when the information is not transmitted by a separate source. Computer printouts on collections, accounts receivable, and unearned/suspense accounts are produced by the Service Center and furnished to field offices monthly.

A. Purpose and Format. The Collection Data Sheet (CDS) is similar in purpose and format to the Document Face Sheet, Form 1310-5. It is printed on NCR paper in three copies. General instructions for completing and distributing are contained in Illustration 8.

B. Accounts Receivable. A separate CDS is required for each bill which is a true accounts receivable. Payments on such bills are reported as explained in Illustration 12 and BLM Manual Section 1372.

C. Submission. Collection Data Sheets must be submitted to SC (D-512) daily, accompanied by an adding machine listing.

1. The adding machine listing must show the date, office, and document number.

2. On the closing date of each month, note the machine listing to identify the last document submitted for that month. Monthly closing dates are established by D-510.

3. An edit in the ADP program requires certain items to be identified on the Billing and Collection copies of the CDS. These items are: Bill number, In/Out Government Code, Fund Symbol, Activity Code. Each number placement in these spaces must be identical for the computer to recognize a match.

4. When it is necessary for any reason to change the fund symbol between the bill and the collection, the old number must be deleted from the system, and the new one entered. Changing the coding on the collection copy will not change the coding on the bill.

5. Correct coding must be entered on the CDS. See BLM Manual Section 1321 for a listing of proper codes. The system accepts only current codes.

6. The collection copy of the CDS must have a document number in both the collection and billing areas on the form. If the collection is an unbilled collection, the deposit ticket number must be placed in both areas. In this case, use transaction code 34.

## 1371 - BILLINGS

.73 Reports. The following reports are generated by the computer monthly:

A. Accounts Receivable, Report by Office. This report shows the accounts receivable balance at the beginning of the month, bills and collections processed during the current month, and closing balances. Data is shown by document type and number, agency, transaction type, and fund symbol. The report also includes a separate recap on unmatured timber sale contracts.

B. Analysis of Suspense and Unearned Account. This report furnishes a monthly summary of transactions affecting the unearned and suspense accounts. Information on the report includes beginning balance, collections, transfers, refunds, and closing balances by fund symbol. (See BLM Manual Section 1372.)

.74 Proof of Accounts Receivable. The detail in the accounts receivable file must be reconciled with the accounts receivable report monthly. Report errors and/or unidentified differences to D-515 immediately.

A. Subtotals by Type. Compare the total of forestry receivables with the totals on Form 1370-26, Ledger Cards. Unmatured portions of forestry contracts must be balanced with the totals reflected in "Unmatured Timber Sales Contracts" on the Accounts Receivable - Collection Report. The tapes of unmatured timber contracts should reflect the contract or document number opposite each related amount on the tape. Adding machine tapes of unmatured timber contracts are retained until new tapes are prepared for the next quarter.

.75 Aging Analysis of Accounts Receivable. Annually, as of September 30, field and Headquarters Office officials must prepare an aging analysis of items in accounts receivable.

A. Aging Analysis Schedule, Form 1370-13. (See Illustration 6.) All receivables over 30 days old will be listed by the SC Director (D-510) and forwarded to the originating field office. The "Date of Last Action" column and the "Current Status" column must be completed by the field office and must show sufficient detail so that a reviewer can determine what is happening and what additional action is needed. The "Date of Last Action" column should show the date of any followup.

B. Aging Analysis Summary, Form 1370-14. (See Illustration 7.) The summary is completed by the SC Director (D-510), except for the reconciliation with the SC printout. It is forwarded to the originating field office where the reconciliation is made.

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C. Submission to State Director. Forms 1370-13 and 1370-14 must be submitted to the State Director from each District Office within 5 working days after receipt of the September 30 Accounts Receivable Report. The State Director reviews the reports to see that adequate followup has been made on delinquent receivables.

D. Submission to Service Center (D-515). The State Director and the heads of other offices submit Forms 1370-13 and 1370-14, together with any comments, to the Service Center Director (D-515) within 5 working days after receipt of the reports from the District Offices. The Service Center Director (D-515) reviews the analysis, prepares a consolidated summary by State, and advises the State Directors and the heads of other offices within 40 working days of any areas or specific items needing attention, with a copy to the Director (WO-820).

Form 1370-1  
(October 1964)  
(formerly 4-1173)

**UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT**

No. A 118148

① October 5, 1979 Date

② 14-11-0001(8) - 468 Serial Number

③ Progress Payment Subject

④ Douglass Fir Corp.  
101 Main Ave.  
Crescent City, California 95480

⑭ Ukiah District Office  
P.O. Box 940  
555 Leslie Street  
Ukiah, California 95482

Amount Remitted \$ \_\_\_\_\_

Check here if a receipt is required   
Mail this part with your remittance

Default Date \_\_\_\_\_

PURPOSE	⑤ PERIOD		NUMBER AND CLASS	UNIT	COST PER UNIT	AMOUNT
	FROM	TO				
⑥ Progress Payment No. 1			⑦	⑧	⑨	⑩ \$30,000.00  ⑪

If this notice relates to any lease which issued, or was extended, after July 29, 1954, or which has been made subject to the automatic lease termination provision of Public Law 855, approved July 29, 1954, upon your failure to pay the rental on or before the anniversary date of the lease (if there is no well capable of producing oil and gas in paying quantities on the leased lands) the lease will automatically terminate by operation of law.

This is a courtesy billing notice for a rental payment due. The amount shown on the bill should be verified with the terms of the lease involved. If the amounts do not agree, the amount required by the lease should be paid. If the correct amount is not paid on or before the anniversary date, the lease will terminate automatically by law.

Previous Balance

**PAY THIS AMOUNT** \$30,000.00 ⑫

**DO NOT ACCEPT THIS COPY AS A RECEIPT  
THIS IS A  
BILL OR NOTICE**

145881 ⑬	\$30,000.00
----------	-------------

**DO NOT ACCEPT THIS COPY AS A RECEIPT  
NUMERICAL FILE**

**CASE FOLDER**

**COLLECTION VOUCHER**

**RECEIPT**

**THIS IS A  
DEFAULT NOTICE**

**MISCELLANEOUS COPY**

**INSTRUCTIONS**

**INSTRUCTIONS:**

- ① Enter the date on which the form is prepared.
- ② Enter the contract number or other identifying number.
- ③ Enter a general description of the purpose for which billing is made.
- ④ Enter the name and address of the contractor, etc.
- ⑤ Show inclusive dates of the period covered by the bill.
- ⑥ Show the specific purpose of the bill.
- ⑦ Enter the number of units for which the billing is applicable.
- ⑧ Enter the type of unit; i.e. acres.
- ⑨ Enter the cost per unit.
- ⑩ Enter the amount billed (Cost per unit multiplied by the number of units, or a specified amount).
- ⑪ Show any amount owed or any amount remaining to the credit of the lessee from a previous billing and/or collection and properly identify this amount.
- ⑫ Show the total payable.
- ⑬ Enter the fund symbol to which the collection is deposited.
- ⑭ Enter the address of the office.

**DISTRIBUTION:**

1. Bill or Notice - to debtor.
2. Numerical File - to numerical file.
3. Case Folder - to accounts receivable file; to case file when paid.
4. Collection Voucher - to accounts receivable file; to cashier when paid.
5. Receipt - to accounts receivable file; to remitter or destroy when paid.
6. Default Notice - to remitter if not paid; if paid, destroy.
7. Miscellaneous Copy - to other agency with CD when billing is for other agency; to additional party in case of joint interest.

**NOTE:** If a bill is being prepared for a true accounts receivable, state the due date on the face of the bill. A statement must be added to the effect that 3/4 of 1% will be added to the amount due for each 30-day period or fraction thereof for payments made beyond the stated due date.

1371 - BILLINGS  
Computer Grazing Bill

95 UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
PREF 3  
RA 43  
AC 0

FOR BLM USE ONLY  
State . . . . . (1) ID  
Office . . . . . (2) 054  
Grazing Record Number . (3) 5111  
Record Type . . . . . (4) W  
Schedule Number . . . . . (5) 1  
Billing Number . . . . . (6) G105476  
Date . . . . . (7) 110679  
Type of Billing . . . . . (8) 3  
Amount Collected . . . . (9)

Date due UPON RECEIPT  
Total due \$ 3 2,215.08

SNAKE RIVER FARMS  
C/O RANGE LAND  
ROCKLAND ID 83271

BUR OF LAND MANAGEMENT  
SHOSHONE DISTRICT  
PO BOX 22  
SHOSHONE ID 83352

MAKE REMITTANCE PAYABLE TO: Bureau of Land Management. Please return the top portion of this billing notice with your payment. Be sure the payee address shows through the window of the enclosed return envelope.

This billing notice shows the amount due in grazing fees for livestock grazing use extended to you. Your cancelled check is your receipt. Please retain the lower portion of this notice which shows livestock grazing use authorized upon timely payment of fees. A service charge of \$10 will be made for each application requiring the issuance of a replacement or supplemental billing notice.

ID 054 5111 SNAKE RIVER FARMS Billing Number G105476

LINE NO.	NAME	ALLOTMENT	NUMBER	LIVESTOCK		PERIOD		% PL USE	N USE	AUM'S	COST PER AUM	GRAZING FEE
				NO.	KIND	BEGIN	END					
(14)			(15)	(16)	(17)	(18)		(19)	(20)	(21)	(22)	(23)
01	LAKE CHANNEL	AL 1209		1	C	04/19/79	05/28/79	100	A	1	1.89	1.89
02	LAKE CHANNEL	AL 1209		1	C	04/19/79	07/15/79	100	A	3	1.89	5.67
03	LAKE CHANNEL	AL 1209		1	C	04/19/79	08/06/79	100	A	4	1.89	7.56
04	LAKE CHANNEL	AL 1209		34	C	04/19/79	10/05/79	100	A	189	1.89	357.21
05	LAKE CHANNEL	AL 1209		25	C	04/20/79	10/06/79	100	A	139	1.89	262.71
06	LAKE CHANNEL	AL 1209		1	C	04/20/79	10/01/79	100	A	5	1.89	9.45
07	LAKE CHANNEL	AL 1209		43	C	04/20/79	10/15/79	100	A	252	1.89	476.28
08	LAKE CHANNEL	AL 1209		39	C	04/21/79	10/15/79	100	A	223	1.89	430.52
09	LAKE CHANNEL	AL 1209		45	C	05/02/79	10/15/79	100	A	246	1.89	464.94
10	LAKE CHANNEL	AL 1209		7	C	05/03/79	10/15/79	100	A	38	1.89	71.82
11	LAKE CHANNEL	AL 1209		5	C	05/09/79	10/15/79	100	A	26	1.89	49.14
12	LAKE CHANNEL	AL 1209		3	C	05/12/79	10/15/79	100	A	41	1.89	77.49
										AMOUNT DUE		2215.08

BILLING SUMMARY (AUM'S)

ALLOT.	P R E F E R E N C E	S U S P	A C T I V E	S C H E D U L E D	U S E	D I F F E R E N C E	O T H E R	U S E
	TOTAL						EXCHNG	EPHML
1209	1,260		1,260	1,172		88		

TERMS & CONDITIONS:  
GRAZING USE WILL BE ACCORDING TO THE LAKE CHANNEL ALLOTMENT MANAGEMENT PLAN.  
BILLING FOR GRAZING USE WILL BE BASED ON THE ACTUAL USE REPORT DUE WITHIN 15 DAYS AFTER CLOSE OF SEASON

Under authority of the Act of June 28, 1934, as amended (43 U.S.C. 315 et. seq.), the Act of August 28, 1937 (43 U.S.C. 1181d), the Act of October 21, 1976, as amended (43 U.S.C. 1701 et. seq.), and the Act of October 25, 1978 (43 U.S.C. 1901 et. seq.) you are hereby authorized grazing use on lands of the United States described above. Failure to pay grazing fees for a specified grazing authorization (permit or lease) may result in action toward suspension or cancellation. Grazing use of public lands without authorization is prohibited.

1371 - BILLINGS  
Manual Grazing Bill

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

Date due 5/16/79  
Total due \$ 1491.21

State . . . . . (1)	C O
Office . . . . . (2)	0 7 6
Grazing Record Number . . . . . (3)	7 0 4 0
Record Type . . . . . (4)	W
Schedule Number . . . . . (5)	1 090029
Billing Number . . . . . (6)	
Date . . . . . (7)	0 5 1 1 2 7 9
Type of Billing . . . . . (8)	1
Amount Collected . . . . . (9)	

FOR BLM USE ONLY

RAFTER J RANCH & LAND CO  
c/o CARPENTER, T J  
RT 1, BOX 369  
FRUITA CO 81521

BUREAU OF LAND MANAGEMENT  
GRAND JUNCTION DISTRICT  
764 HORIZON DRIVE  
GRAND JUNCTION, CO. 81501

MAKE REMITTANCE PAYABLE TO: Bureau of Land Management. Please return the top portion of this billing notice with your payment. Be sure the payee address shown through the window of the enclosed return envelope.

This billing notice shows the amount due in grazing fees for livestock grazing use extended to you. Your cancelled check is your receipt. Please retain the lower portion of this notice which shows livestock grazing use authorized upon timely payment of fees. A service charge of \$10 will be made for each application requiring the issuance of a replacement or supplemental billing notice.

CO 076 7040 RAFTER J RANCH & LAND CO Billing Number 090029

LINE NO.	ALLOTMENT NAME	NUMBER	LIVESTOCK		PERIOD		% PL USE	R E P L E T I O N	AUM'S	COST PER AUM	GRAZING FEE
			NO.	KIND	BEGIN	END					
(14)		(15)	(16)	(17)	(18)		(19)	(20)	(21)	(22)	(23)
01	LOWER ROAN CR	6737	39	C	051679	061579	100	A	39	1.89	73.71
02		6737	10	C	051679	061579		E	10	EXCHANGE	OF USE
03		6737	4	H	060179	103179	100	A	20	1.89	37.80
04	HENDERSON RIDGE	6723	23	C	061679	093079	100	A	81	1.89	153.09
05		6723	15	C	061679	093079		E	53	EXCHANGE	OF USE
06	LOWER 4-A	6738	124	C	053179	062579	100	A	107	1.89	202.23
07		6738	61	Y	053179	062579	100	A	53	1.89	100.17
08		6738	40	Y	061079	062579	100	A	21	1.89	39.69
09		6738	77	C	062679	110579	100	A	334	1.89	631.26
10		6738	10	C	062679	110579	100	N	43	NON USE	
11		6738	31	Y	062679	110579	100	A	134	1.89	253.26
12		6738	23	Y	062679	110579		E	100	EXCHANGE	OF USE
									AMOUNT	DUE	1491.21

BILLING SUMMARY (AUMS):

ALLOT	P R E F E R E N C E		SCHEDULED USE		D I F F E R E N C E		O T H E R USE	
	TOTAL	SUSP	ACTIVE	ACTIVE	NONUSE	NOTSCHED	NONREN	EXCHNG
6723	112	31	81	81				53
6737	59		59					10
6738	632		632	649	43		60	100

TERMS AND CONDITIONS:

YEARLING USE IN THE LOWER 4-A ALLOT IS BASED ON A YEARLING CONVERSION WITH 60 ACTIVE AUMS AND 38 EXCHANGE OF USE AUMS NON RENEWABLE.  
ACTUAL GRAZING USE IS TO BE SUBMITTED TO THE BLM WITHIN 15 DAYS FOLLOWING GRAZING USE.

Under authority of the Act of June 28, 1934, as amended (43 U.S.C. 315 et. seq.), the Act of August 28, 1937 (43 U.S.C. 1181d), the Act of October 21, 1976, as amended (43 U.S.C. 1701 et. seq.), and the Act of October 25, 1978 (43 U.S.C. 1901 et. seq.) you are hereby authorized grazing use on lands of the United States described above. Failure to pay grazing fees for a specified grazing authorization (permit or lease) may result in action toward suspension or cancellation. Grazing use of public lands without authorization is prohibited.

Form 1370-38 (March 1975)

BILLING NOTICE

INSTRUCTIONS

STANDARD FORM 1081  
 2 TREASURY FORM 2500  
 FISCAL SERVICE  
 BUREAU OF ACCOUNTS  
 1081-107

### VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS

Vou. No. \_\_\_\_\_  
(Office billed)

Vou. No. \_\_\_\_\_  
(Billing Office)

To Disbursing Officer—Office Billed \_\_\_\_\_  
(D.O. symbol)

You are authorized to effect the withdrawals and credits indicated below.

Disbursing Officer—Billing Office \_\_\_\_\_  
 313  
(D.O. symbol)

\_\_\_\_\_  
(Address)

**PAID BY**

①

WITHDRAW FROM—			PAY TO—		
DEPARTMENT	Interior		DEPARTMENT	Interior(On site audit)	
BUREAU	U.S. Fish and Wildlife		BUREAU	Land Management	
AGENCY STATION SYMBOL			AGENCY STATION SYMBOL	14-11-0008	
ADDRESS	Atlanta, Georgia		ADDRESS	Denver, Colorado 80225	

BUREAU REFERENCE	SUMMARY		BUREAU REFERENCE	SUMMARY	
	APPROPRIATION OR FUND SYMBOL	AMOUNT		APPROPRIATION OR FUND SYMBOL	AMOUNT
				1401109	11,159.78
				③	
	TOTAL			TOTAL	11,159.88

Details of charges or reference to attached supporting documents

④ Reimbursement for cost recovery of public lands on Sanibel Island. Refer your memo dated 5/1/79 signed by W. A. Gresh

---

For use of office billed: \_\_\_\_\_

For use of billing office: \_\_\_\_\_  
 Fish and Wildlife ⑤  
 12/12/79

**CERTIFICATE OF OFFICE BILLED ⑥**

I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized administrative or certifying officer)

Paid by check No. \_\_\_\_\_ C/D No. \_\_\_\_\_, dated \_\_\_\_\_

INSTRUCTIONS:

Use this form to bill other agencies within the Federal Government who do not have their own disbursing facilities.

- ① Leave blank - to be completed by Treasury.
- ② Show "Interior" followed by "on site audit," the Bureau, agency station symbol, and address.
- ③ Show the fund symbol to which the billing will be credited.
- ④ Include reference to billing date or other pertinent information.
- ⑤ Show identifying references, if any.
- ⑥ Leave blank.

1371 - BILLINGS

Notice of Payment Due

Form 1371-19 (October 1969)	UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT Yuma District Office P.O. Box 5680 Yuma, Arizona 85364 NOTICE OF PAYMENT DUE	Anniversary Date <b>July 1</b> Serial <b>Y-0098</b> Expiration Date <b>December 31, 1980</b>	
		FUND SYMBOL	
	State <b>04</b>	County	Commodity <b>90</b>
			Other <b>Yuma Project</b>

  

TYPE OR PURPOSE	UNITS <i>(Acres, miles, etc.)</i>	COST PER UNIT	AMOUNT	
Use Fee, 2d half			<b>\$3,467.82</b>	This is a courtesy notice for a rental payment due. Verify amount due with lease or other contract involved. If there is a difference, pay amount required by lease or contract. If correct amount is not paid on or before anniversary date, the lease or contract may terminate automatically by law.
CY				

  

Name Street City State Zip Code	• <b>George Jones</b> • <b>123 Fourth Street</b> • <b>Yuma, Arizona 85364</b>
---------------------------------------------	-------------------------------------------------------------------------------------

Your cancelled check is your receipt

---

Make remittance payable to the BUREAU OF LAND MANAGEMENT and return to above office	PAY THIS AMOUNT → <b>\$3,467.82</b>
-------------------------------------------------------------------------------------	-------------------------------------

INSTRUCTIONS:

This form is a combination billing index card and courtesy notice. It is used in District Offices for all types of repetitive billings, such as special land-use permits, rights-of-way permits, and other permits or leases for which a specific form is not prescribed. Amounts billed on this form are not entered into the accounts receivable account.

DISTRIBUTION:

1. When notice is issued, prepare three machine copies of index card.
2. Send one copy to the lessee, permittee, etc.
3. Furnish two copies to the cashier or employee who maintains the file of unpaid accounts or notices.



1371 - BILLINGS  
Aging Analysis Schedule

Form 1370-13 (October 1980)				UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT			Office Las Cruces	Budgetary Clearing 14F3875(11)
AGING ANALYSIS SCHEDULE				Date Sept. 30, 19XX			X	Unearned 14X6800 Suspense 14X6875(11) Accounts Receivable
DOCUMENT NUMBER	DATE	NAME	ACCOUNTS RECEIVABLE	UNEARNED, SUSPENSE, AND BUDGETARY CLEARING			DATE OF LAST ACTION	CURRENT STATUS
				6 TO 12 MOS.	1 TO 2 YRS.	OVER 2 YRS.		
① SF 1080 NM-030-0015	② 2/7/80	③ Navajo Nation	④ 1,041.00				⑤ 7/8/80	⑥ Navajo Nation advised that payment would be made November, 1980.
SF 1080 NM-030-0012	1/15/80	USFS	2.25				8/10/80	Copy of bill sent to FS.
A122556	5/6/80	Sante Fe County Assessor	5.00				7/8/80	Contacted office. They are checking.
A122563	6/2/80	Dept. of Development, State of New Mexico	4.80					No follow up action taken to date.
SF 1081 NM-030-0065	5/3/80	USFS	586.75				8/28/80	Contacted FS accounts section. They are checking.

\* U.S. Government Printing Office: 1980-777-666/131 Reg. 9

INSTRUCTIONS

INSTRUCTIONS:

- ① Enter identifying document number.
- ② Enter date of original entry into accounts receivable.
- ③ Enter name of company, agency, or individual.
- ④ Enter the dollar amount of each accounts receivable.
- ⑤ Enter the date of the last action taken.
- ⑥ Enter the current status of each accounts receivable.

DISTRIBUTION:

1. Original to State Director or head of office for review and forwarding to the Service Center Director (D-515).
2. Retain copy in files of originating office.

1371 - BILLINGS  
Aging Analysis Summary

Form 1370-14  
(October 1980)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

Office	Las Cruces, NM
	Budgetary 14F3875(11)
	Unearned 14X6800
	Suspense 14X6875(11)
X	Accounts Receivable

AGING ANALYSIS SUMMARY

ACCOUNTS RECEIVABLE	NUMBER OF ITEMS	THE PUBLIC	U.S. GOVERNMENT	
Not delinquent	4	268.70	500.00	
1 to 30 days delinquent	①	②	③	
31 to 90 days delinquent				
91 to 180 days delinquent	3	9.80	586.75	
181 to 360 days delinquent	2	1,041.00	2.25	
12 to 24 months delinquent				
Over 24 months delinquent				
Subtotal	9	1,319.50	1,089.00	Grand Total \$ 2,408.50 ④
Budgetary Clearing, Unearned or Suspense:				
6 to 12 months				
1 to 2 years				
Over 2 years				\$
TOTAL NONCURRENT (Attach Schedule, Form 1370-13)				\$
TOTAL CURRENT AND NONCURRENT				\$
BALANCE PER SERVICE CENTER PRINTOUT				\$ 2,607.95 ⑤
Increases: DT 689165		\$ 325.00 ⑥		
			(+) 325.00 ⑧	
Decreases:		\$ 524.45 ⑦		
			(-) 524.45 ⑨	
ADJUSTED SERVICE CENTER BALANCE				\$ 2,408.50 ⑩

I have examined the above analysis of the accounts and am satisfied that all efforts to reduce the amounts in the noncurrent categories have been and/or are being taken, except as otherwise noted on the reverse hereon.

George V. Frankli 10/15/80  
(District Manager or Chief, Division of ) (Date)

Anna M. Cohen 10/22/80  
(State Director) (Date)

INSTRUCTIONS

- ① Enter the number of items in each category.
- ② Enter the amount of accounts receivable in each category due from the public.
- ③ Enter the amount of accounts receivable in each category due from other U.S. Government agencies.
- ④ Enter the grand total of all accounts receivable.
- ⑤ Enter the balance from the Service Center printout.
- ⑥ Enter any adjustments that increase the balance.
- ⑦ Enter any adjustments that decrease the balance.
- ⑧ Enter the total of any increases to the balance.
- ⑨ Enter the total of any decreases to the balance.
- ⑩ Enter the adjusted Service Center balance which must agree with number 4 above.

DISTRIBUTION

1. Original to State Director or head of office for review and forwarding to the Service Center Director (D-515).
2. Retain copy in originating office.

U.S. Government Printing Office: 1980-777-455/132

1371 - BILLINGS  
Collection Data Sheet

FORM 1370-35  
(MAY 1979)

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

**COLLECTION DATA SHEET**

1 STATE AZ OFFICE 050

BILLEE OR PAYER 6 Douglas Fir Corporation

IN/OUT GOVT 7 0

COMMON DATA ON ALL CARDS:

COLLECTION	BILL	DOC. NO.	COLLECTION	BILL
DOC. DATE	2 <u>4/22/79</u>	BLOCK NO.	4	A110110
DOC. TYPE	3 <u>BR</u>	TRANS CODE	5	16

FUND SYMBOL				9	10	11 GEOGRAPHIC LOCATION				12 AMOUNT		
DEPT.	AGCY	LEM	CLASSIFICATION	GENERAL LEDGER	OTHER AGENCY STATION SYMBOL NO.	STATE	COUNTY	COMM.	OTHER IDENTIFICATION	TYPE LAND		
14			5881			04		32				30,000 00

TYPE OF DOCUMENT CODES

BR 1370 - 1 Bill/Receipt  
CB 1370 - 31,38 Closing Bill/Receipt  
PS 1370 - 10 Payment Statement  
TS Unmatured Timber Sale Contract  
TF SF 1081 Vol. & Sch. of Withdrawals & Credits

Collection  
OT SF 215 Deposit Ticket  
OV TF 3504 Debit Voucher  
TF SF 1081 Vol. & Sch. of Withdrawals & Credits

General  
JV SF 10170 Journal Voucher

TRANSACTION CODES

12 Copy Fee  
13 BLM Revenue or Expense  
14 Revenue from Timber Sale Contract  
15 Fee Other Agencies

Collection  
30 Previously Billed - BLM  
31 Previously Billed - Fee Other Agencies  
34 Not Billed - BLM  
37 Not Billed - Fee Other Agencies

General  
33 Unmatured Timber Sale Contract

APPROPRIATED GENERAL & SPECIAL FUNDS: TRUST, DEPOSIT & CLEARING ACCOUNT FUNDS BLM MANUAL, SECTION 1321.

GENERAL LEDGER	AVAIL YEAR	ACTIVITY	COMPONENT JOB CODE	PROJECT	OBJECT CLASS	AMOUNT

BILLING COPY

COLLECTION COPY

ORIGINATING OFFICE COPY

**INSTRUCTIONS:**

- 1 Enter the State and Office code of the originating office.
- 2 Enter date bill was prepared
- 3 Enter document type
- 4 Enter full bill number (must be 7 spaces). Do not include alphabetic prefix.
- 5 Enter transaction code. (See BLM Manual Section 1321.)
- 6 Enter name of party to whom bill is issued.
- 7 Must enter either 0 and 1. Enter 1 if another Federal agency, and 0 if not.
- 8 Enter fund symbol. (See BLM Manual Section 1321.)
- 9 Leave blank. Coded for SC.
- 10 If bill issued for another Federal agency, enter agency station symbol number. If bill is for BLM, leave blank.
- 11 Enter geographic location code, including county, commodity, and other identification.
- 12 Enter amount for each line item.
- 13 SC uses for appropriation refund or reimbursable billings; field offices use primarily for copy fees. For copy fees enter Activity 4920, Project 0001. This section is also used for collections and transfers of unearned, suspense, copy, fees, and trust funds. (See BLM Manual Section 1321 for available year codes.)

**DISTRIBUTION:**

1. Original (Billing Copy) - to SC (D-512) when bill is issued.
2. Duplicate (Collection Copy) - to SC (D-512) when payment is received.
3. Triplicate (Originating Office Copy) - Retain in originating office.

1371 - BILLINGS

Transaction List

NUMBER	ASSG	TYPE	ST	CTV	FUND	SYMBOL	NUMBER	UNIT COST	BILLING	AMOUNT	RENTAL TERM	1 YEAR(S)
00028	LM535	U S DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT										
DPIC:	SEP 14, 1979	LISTING IN SERIAL NUMBER SEQUENCE AS OF SEP 13, 1979 TRANSACTIONS FOR THE STATE OF NEVADA										
											PAGE	8
N 25408	OG P 32 015 14	5003					782.64	\$1.00	\$783.00			75201
TEXAS OIL & GAS CORP											DALLAS TX	
											ANNIV DT: 1979/10/01	EXP DT: 1989/09/30
N 25409	OG P 32 015 14	5003					1702.00	\$1.00	\$1,702.00			75201
TEXAS OIL & GAS CORP											DALLAS TX	
											ANNIV DT: 1979/10/01	EXP DT: 1989/09/30
N 25412	OG P 32 023 14	5003					1840.40	\$1.00	\$1,841.00			92805
JACKLIN STANLEY C											ANAHEIM CA	
											ANNIV DT: 1979/10/01	EXP DT: 1989/09/30
N 25414	OG P 32 033 14	5003					1600.00	\$1.00	\$1,600.00			82602
MARATHON OIL CO											CASPER WY	
											ANNIV DT: 1979/10/01	EXP DT: 1989/09/30
N 25427	OG P 32 023 14	5003					640.00	\$1.00	\$640.00			53302
SULLIVAN ELZALENE											FT LAUDERDALE FL	
											ANNIV DT: 1979/10/01	EXP DT: 1989/09/30
N 25428	OG P 32 033 14	5003					80.00	\$1.00	\$80.00			90274
MILLER JAMES W											PALOS VERDES EST CA	
											ANNIV DT: 1979/10/01	EXP DT: 1989/09/30
N 25436	OG P 32 033 14	5003					1240.00	\$1.00	\$1,240.00			92634
WALISZEK JANE M											FULLERTON CA	
											ANNIV DT: 1979/10/01	EXP DT: 1989/09/30
N 25437	OG P 32 033 14	5003					2261.51	\$1.00	\$2,262.00			14224
MESSINGER JOHN L											WEST SENECA NY	
											ANNIV DT: 1979/10/01	EXP DT: 1989/09/30
N 25439	OG P 32 007 14	5003					1280.00	\$1.00	\$1,280.00			82602
HAWTHORN OIL CO											CASPER WY	
											ANNIV DT: 1979/10/01	EXP DT: 1989/09/30
N 25444	OG P 32 003 14	5003					320.00	\$1.00	\$320.00			33302
SULLIVAN J KEITH											FT LAUDERDALE FL	
											ANNIV DT: 1979/10/01	EXP DT: 1989/09/30

1371 - BILLINGS

Monthly Billing List

U S DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT										
LISTING OF SERIAL REGISTRY NUMBERS AS ACCOUNTS RECEIVABLE FOR THE MONTH OF NOVEMBER 1979 PAGE 1 LANDS										
MONTHLY BILLING LIST FOR STATE OF ARIZONA										
DPIC:	SEP 24 1979									
4M310										
SERIAL	ASSG	TYPE	ST	CITY	FUND	SYMBOL	NUMBER	UNIT	BILLING	
NUMBER	OF UNITS	COST	AMOUNT	RENTAL TERM	1 YEAR(S)	11/15/79	79978			
A 695	EL PASO NATURAL GAS CO	RP P 04 013 14	5003	BOX 1492	*****TOTAL*****	AMOUNT****	1.00	\$194.00	\$194.00	RENTAL TERM 1 YEAR(S) 11/15/79
	ADP-BIL #	*****1								EL PASO TX NBD=1980 11 15
A 4414	FREHNER FENTON ET AL	ST P 04 015 14	1812	BOX 233	*****TOTAL*****	AMOUNT****	1.00	\$150.00	\$150.00	RENTAL TERM 1 YEAR(S) 11/01/79
	ADP-BIL #	*****2								MESQUITE NV 89024
A 4537	EL PASO NATURAL GAS CO	RP P 04 005 14	5003	BOX 1492	*****TOTAL*****	AMOUNT****	1.00	\$3275.00	\$3,275.00	RENTAL TERM 1 YEAR(S) 11/16/79
	ADP-BIL #	*****3								EL PASO TX NBD=1980 11 16
A 6135	ARIZONA PUBLIC SERVICE CO	RE P 04 013 14	2469	BOX 21666 STA 3172	*****TOTAL*****	AMOUNT****	1.00	\$1,485.00	\$1,485.00	RENTAL TERM 1 YEAR(S) 11/08/79
	ADP-BIL #	*****4								PHOENIX AZ 85036
A 7848	UNION OIL CO OF CA	RC P 04 013 14	2469	BOX 7600	*****TOTAL*****	AMOUNT****	1.00	\$1,116.00	\$1,116.00	RENTAL TERM 5 YEAR(S) 11/03/79
	ADP-BIL #	*****22								LOS ANGELES CA NBD=1984 11 05
ADD 32610	PMC-PORDERED METALS CORP	RM P 04 027 14	2469	100 W CLARENDON SUITE 2010	*****TOTAL*****	AMOUNT****	1.00	\$25.00	\$25.00	RENTAL TERM 5 YEAR(S) 11/03/79
	ADP-BIL #	*****135								PHOENIX AZ 85013
ARC 33080	ARIZONA PUBLIC SERVICE CO	RE P 04 027 14	2469	BOX 21666 STA 3172	*****TOTAL*****	AMOUNT****	1.00	\$69.00	\$69.00	RENTAL TERM 5 YEAR(S) 11/04/79
	ADP-BIL #	*****136								PHOENIX AZ 85036
ARD 33482	YUMA COUNTY BOARD OF SUPERVISORS	PP P 04 027 14	1812	BOX 1112	*****TOTAL*****	AMOUNT****	1.00	\$50.00	\$50.00	RENTAL TERM 5 YEAR(S) 11/17/79
	ADP-BIL #	*****137								YUMA AZ 85364
PHXO 73747	EL PASO NATURAL GAS CO	RP P 04 019 14	5003	BOX 1492	*****TOTAL*****	AMOUNT****	1.00	\$453.00	\$453.00	RENTAL TERM 1 YEAR(S) 11/16/79
	ADP-BIL #	*****138								EL PASO TX 79978
										NBD=1980 11 16
TOTAL NUMBER OF CASES BILLED FOR THE STATE OF ARIZONA MONTH OF NOVEMBER : 9										
TOTAL AMOUNT ACCOUNTS RECEIVABLE FOR STATE OF ARIZONA MONTH OF NOVEMBER : \$6,817.00										

1371 - BILLINGS

Master Billing List

BUREAU OF LAND MANAGEMENT												
LISTING IN SERIAL NUMBER SEQUENCE AS OF JANUARY 1969 PAGE 3262												
MASTER BILLING LIST FOR STATE OF WYOMING												
S E R I A L	NUMBER	TYPE	ST	CITY	FUND	SYMBOL	NUMBER	OF UNITS	UNIT COST	BILLING AMOUNT	RENTAL TERM	1 YEAR(S)
W031809	06 P 49 019 14	5003	06 P 49 019 14	5003	06 P 49 019 14	5003	280.00	80.50	\$140.00	OKLAHOMA CITY OK	73102	73102
GULF OIL CORP												
W031813	06 P 49 025 14	5003	06 P 49 025 14	5003	06 P 49 025 14	5003	240.00	80.50	\$120.00	CASPER WY	82601	82601
GDOOSTEIN 10A												
W031817	06 P 49 025 14	5003	06 P 49 025 14	5003	06 P 49 025 14	5003	160.00	80.50	\$80.00	CASPER WY	82601	82601
BROWN H												
W031818	06 P 49 025 14	5003	06 P 49 025 14	5003	06 P 49 025 14	5003	640.00	80.50	\$320.00	OKLAHOMA CITY OK	73102	73102
GULF OIL CORP												
W031821	06 P 49 025 14	5003	06 P 49 025 14	5003	06 P 49 025 14	5003	80.00	80.50	\$40.00	CASPER WY	82601	82601
MOBIL OIL CORP ET AL												
W031826	06 P 49 025 14	5003	06 P 49 025 14	5003	06 P 49 025 14	5003	840.00	80.50	\$320.00	DENVER CO	80202	80202
PAN AMERICAN PETROLEUM CORP ET AL												
W031825	06 P 49 025 14	5003	06 P 49 025 14	5003	06 P 49 025 14	5003	320.00	80.50	\$160.00	DENVER CO	80202	80202
PAN AMERICAN PETROLEUM CORP ET AL												
W031828	06 P 49 025 14	5003	06 P 49 025 14	5003	06 P 49 025 14	5003	40.00	80.50	\$20.00	ABILENE TX	79604	79604
MIAMI OIL PRODUCERS INC												
W031827	06 P 49 025 14	5003	06 P 49 025 14	5003	06 P 49 025 14	5003	640.00	80.50	\$320.00	DENVER CO	80202	80202
ADV-PAY DISTRICT												
CITIES SERVICE OIL CO												
W031829	06 P 49 025 14	5003	06 P 49 025 14	5003	06 P 49 025 14	5003	880.00	80.50	\$440.00	ALBUQUERQUE NH	87103	87103
PUSCO PETROLEUM CORP												
P O BOX 869												
ANNIV DT: 19650301 EXP DT: 19750228												
CITIES SERVICE BLDG												
ANNIV DT: 19650301 EXP DT: 19750228												
BARTLESVILLE OK												
ANNIV DT: 19650301 EXP DT: 19750228												

1371 - BILLINGS

Notice of Payment Due

W0255241 <small>SERIAL NO.</small>	<b>NOTICE OF PAYMENT DUE</b> RETURN THIS NOTICE WITH REMITTANCE TO: BUREAU OF LAND MANAGEMENT	1 Jun 79 <small>DUE BY</small> \$320.00 <small>PAY THIS AMOUNT</small>
P.O. Box 2828, Cheyenne WY 82001		<b>MAKE REMITTANCE PAYABLE TO:</b> <b>THE BUREAU OF LAND MANAGEMENT</b>
FORM 1371-16 (JULY 1978)	CLARK OIL & REFINING CORP 800 BELL AVE SUITE 2626 HOUSTON TX 77002	This is a courtesy billing notice for a rental payment due. The amount shown should be verified with the terms of the lease or other contract involved. If the amounts do not agree, the amount required by the lease or contract should be paid. If the correct amount is not paid on or before the due date, the lease or contract may terminate automatically by law. <b>DO NOT WRITE IN THIS BLOCK</b>
	IF THE ABOVE ADDRESS IS INCORRECT, PLEASE ENTER CORRECTION ON FRONT OF THIS NOTICE	

1371 - BILLINGS  
Advance Billing List

U S DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT										
LISTING OF SERIAL REGISTRY NUMBERS OF LANDS ACCOUNTS TO BE BILLED FOR THE MONTH OF APRIL 1969										
LANDS MASTER BILLING LIST FOR STATE OF WYOMING										
S E R I A L NUMBER	ASG	TYPE	ST	CITY	FUND	SYMBOL	NUMBER OF UNITS	UNIT COST	BILLING AMOUNT	DUE DATE
EO 10932		AI P	49	035	14	1610	1.00	\$20.00	\$20.00	04/25/69
TOWN OF BIG PINEY										
*****TOTAL***** \$20.00										
W0290771		RE P	49	037	14	5000.29	1.00	\$25.00	\$25.00	04/10/69
PACIFIC POWER & LIGHT CO										
*****TOTAL***** \$25.00										
P O BOX 860										
CASPER WY 82601										
*****TOTAL***** \$45.00										
TOTAL AMOUNT ACCOUNTS RECEIVABLE FOR STATE OF WYOMING										
MONTH OF APRIL : \$45.00										



1371 - BILLINGS

Master Listing of Terminating Leases

U S DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

MASTER LIST OF O&G LEASE NUMBERS TERMINATING FOR THE MONTH OF OCTOBER 1968

PAGE 2

HYDING	LEASE NUMBER	KIND	TYPE	ST	CTY	FUND SYMBOL	NO. UNITS	LEASE-DATE
	W 8588	OG	P	49	025	14 5003	160.00	10/01/1967 TERM
	N 8630	OG	P	49	017	14 5003	231.68	10/01/1967 TERM
	W 8660	OG	P	49	003	14 5003	80.00	10/01/1967 TERM
	W 8673	OG	P	49	037	14 5003	247.41	10/01/1967 TERM
	W 8684	OG	P	49	029	14 5003	93.34	10/01/1967 TERM
	W 8687	OG	P	49	037	14 5003	600.00	10/01/1967 TERM
	W 8688	OG	P	49	029	14 5003	19.10	10/01/1967 TERM
	W 8688	OG	P	49	037	14 5003	40.00	10/01/1967 TERM
	W 8700	OG	P	49	029	14 5003	636.41	10/01/1967 TERM
	W 8703	OG	P	49	037	14 5003	280.00	10/01/1967 TERM
	W 8704	OG	P	49	037	14 5003	600.00	10/01/1967 TERM
	W 2739	OG	P	49	035	14 5003	600.00	10/01/1950 TERM
	W 2759	OG	P	49	035	14 5003	40.00	10/01/1950 TERM
	W 18415	OG	P	49	005	14 5003	1880.00	11/01/1952 EXP
	W 22128	OG	P	49	037	14 5003	120.00	11/01/1956 EXP
	W 22128	OG	P	49	037	14 5003	40.00	11/01/1956 EXP
	W 22198	OG	P	49	029	14 5003	1695.97	11/01/1956 EXP
	W 22198	OG	P	49	029	14 5003	40.00	11/01/1956 EXP
	W 23085	OG	P	49	037	14 5003	40.00	11/01/1953 TERM
	W 26896	OG	P	49	037	14 5003	40.00	11/01/1954 TERM
	W 29713	OG	P	49	037	14 5003	600.00	11/01/1954 TERM
	W 34253	OG	P	49	005	14 5003	387.83	10/01/1958 TERM
	W 34513	OG	P	49	025	14 5003	40.00	10/01/1958 TERM
	W 36281	OG	P	49	025	14 5003	40.00	10/01/1958 TERM
	W 36801	OG	P	49	025	14 5003	160.00	10/01/1955 TERM
	W 36851	OG	P	49	025	14 5003	40.00	10/01/1955 TERM
	W 36970	OG	P	49	013	14 5003	160.00	10/01/1955 TERM
	W 40461	OG	P	49	037	14 5003	680.00	11/01/1955 EXP
	W 40930	OG	P	49	037	14 5003	520.10	11/01/1954 EXP
	W 40930	OG	P	49	037	14 5003	1802.88	11/01/1956 EXP
	W 42830	OG	P	49	019	14 5003	40.00	11/01/1956 EXP
	W 42850	OG	P	49	019	14 5003	280.00	11/01/1956 EXP
	W 42936	OG	P	49	019	14 5003	160.00	11/01/1954 EXP
	W 44337	OG	P	49	033	14 5003	13.75	11/01/1956 EXP
	W 44364	OG	P	49	035	14 5003	308.22	10/01/1954 TERM
	W 44373	OG	P	49	005	14 5003	40.00	11/01/1956 EXP
	W 44373	OG	P	49	005	14 5003	1057.78	11/01/1954 EXP
	W 44459	OG	P	49	005	14 5003	40.00	11/01/1956 EXP
	W 44647	OG	P	49	005	14 5003	600.00	11/01/1956 EXP
	W 44810	OG	P	49	005	14 5003	1320.00	11/01/1956 EXP
	W 44941	OG	P	49	005	14 5003	361.89	11/01/1956 EXP
	W 44941	OG	P	49	005	14 5003	40.00	11/01/1954 EXP
	W 44941	OG	P	49	005	14 5003	600.00	11/01/1954 EXP
	W 44941	OG	P	49	037	14 5003	40.00	11/01/1954 EXP
	W 44941	OG	P	49	037	14 5003	50.00	11/01/1956 EXP
	W 44945	OG	P	49	027	14 5003	40.00	11/01/1956 EXP
	W 44976	OG	P	49	035	14 5003	40.00	11/01/1954 EXP

1371 - BILLINGS

Preliminary Simultaneous Listing

U. S. DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

LISTING OF SERIAL REGISTRY NUMBERS OF MINERALS ACCOUNTS DUE TO EXPIRE AS OF  
PRELIMINARY SIMULTANEOUS LISTING FOR STATE OF WYOMING

S E R I A L NUMBER	ASG	TYPE	ST	CTY	FUND	SYMBOL	NUMBER OF UNITS	UNIT COST	BILLING AMOUNT	EXP DATE	PAGE
W0 77103	D	OG P	49	017	14	5003	1132.99	\$0.50	\$566.50	04/30/69	7
W0 77266	D	OG P	49	043	14	5003	159.52	\$0.50	\$80.00	04/30/69	
W0 77275	A	OG P	49	043	14	5003	200.00	\$0.50	\$100.00	04/30/69	
W0 77331		OG P	49	017	14	5003	320.00	\$0.50	\$160.00	04/30/69	
W0 77339	A	OG P	49	013	14	5003	397.96	\$0.50	\$199.00	04/30/69	
W0 77341		OG P	49	043	14	5003	302.67	\$0.50	\$151.50	04/30/69	
W0 77345		OG P	49	013	14	5003	280.00	\$0.50	\$140.00	04/30/69	
W0 77345	A	OG P	49	013	14	5003	80.00	\$0.50	\$40.00	04/30/69	
W0 77349		OG P	49	003	14	5003	934.08	\$0.50	\$477.50	04/30/69	
W0 77352	A	OG P	49	003	14	5003	320.58	\$0.50	\$160.50	04/30/69	
W0 77353		OG P	49	003	14	5003	719.99	\$0.50	\$360.00	04/30/69	
W0 77356		OG P	49	017	14	5003	860.00	\$0.50	\$430.00	04/30/69	
W0 77468	A	OG P	49	017	14	5003	60.00	\$0.50	\$30.00	04/30/69	
W0 77468	B	OG P	49	043	14	5003	60.00	\$0.50	\$30.00	04/30/69	
W0 77481	C	OG P	49	008	14	5003	200.00	\$0.50	\$100.00	04/30/69	
W0 77481	D	OG P	49	009	14	5003	40.00	\$0.50	\$20.00	04/30/69	
W0 77509		OG P	49	013	14	5003	40.00	\$0.50	\$20.00	04/30/69	
W0 77511		OG P	49	043	14	5003	514.71	\$0.50	\$257.50	04/30/69	
W0 77535		OG P	49	043	14	5003	368.00	\$0.50	\$180.00	04/30/69	
W0 78679		OG P	49	023	14	5003	600.00	\$0.50	\$300.00	04/30/69	
W0220539	A	OG P	49	037	14	5003	40.00	\$0.50	\$20.00	04/30/69	

Form 1370-22  
(July 1964)  
(formerly 4-112)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

ACCOUNTING ADVICE

Advice Number
Serial Number BLMA 069005
Type of Lease or Permit Oil and Gas
Date 3-1-80
Term of Lease 10 years

Name and Address of Lessee or Applicant Beard Oil Company 2000 Classen Blvd. Oklahoma City, Oklahoma	Name and address of Operator or Assignee
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TYPE OF ACTION

<input checked="" type="checkbox"/> Action effective 3-1-80 (Date)	<input type="checkbox"/> Lease extended to _____ (Date)	<input type="checkbox"/> Report on structure
<input checked="" type="checkbox"/> Schedule "A"	<input type="checkbox"/> Change of address	<input type="checkbox"/> Assignment approved _____ (Date)
<input type="checkbox"/> Schedule "B"	<input type="checkbox"/> Transfer account from Geological Survey	<input type="checkbox"/> Complete area
<input type="checkbox"/> Bond furnished	<input checked="" type="checkbox"/> Original acreage 520.00	<input type="checkbox"/> Portion of area
<input type="checkbox"/> Cancellation	<input checked="" type="checkbox"/> State Arkansas	Assigned area
<input type="checkbox"/> Operator designated	<input type="checkbox"/> Change of operator	Retained area
<input type="checkbox"/> Transfer account to Geological Survey		
<input type="checkbox"/> Commit to Unit Plan		
<input type="checkbox"/> Discovery	Amount transferred \$	
<input type="checkbox"/> Unit Plan	Date transferred	
<input type="checkbox"/> Partial Assignment		
<input type="checkbox"/> Action to remove amount from unearned account		

	FUND SYMBOL	COUNTY	AMOUNT
APPLY			
Rental Ozark N.F.	125008.042	Logan	\$260.00
Filing Fee	140850		
PURCHASE REFUND			
OTHER REFUND			160.00
RETAIN IN UNEARNED ACCOUNT			
TOTAL			420.00

Remarks Receipt 3539740  
Offer rejected in part.

Date 2-21-80	Signature of person preparing Advice
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GPO 842-912