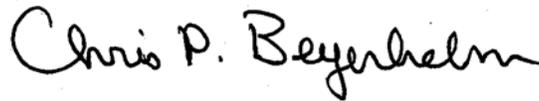


For: All FSA Employees

Signatures on SF-1164 Reimbursements

Approved by: Associate Administrator, Operations and Management



1 Original and Digital Signatures on SF-1164

A Background

Expenditures incurred on official business can be reimbursed by the USDA to the employee using SF-1164. Examples of expenditures used on SF-1164 include (but are not limited to), fingerprints, appraiser license renewal fees, etc. The forms were required to be mailed with original signatures, along with receipt documentation of the expenses for reimbursement.

B Purpose

This notice informs FSA employees that SF-1164's, with:

- original signatures from **both** the claimant and approving official, are still required if mailed to Kansas City for reimbursement
- digital signatures, by **at least** the approving official, will now be accepted if e-mailed for reimbursement by the approver.

C Action

The following items are required when submitting SF-1164 for reimbursement:

- accounting to be applied, State and/or county codes & correct Budget Object Code (BOC)
- employee's middle initial (if applicable)
- copies of receipts for corresponding expenses
- digital signature (Appendix A) or original signed document.

Disposal Date	Distribution
September 1, 2016	All FSA employees; State Offices relay to County Offices

Notice FI-3280

1 Original and Digital Signatures on SF-1164 (Continued)

C Action (Continued)

If using digital signature:

- claimant must digitally sign using a LincPass

Note: If claimant does not have a LincPass, then claimant may manually sign and the approving official's digital signature will confirm the claimant's signature is legitimate.

- the e-mail to KC for reimbursement must come from the **approving official's e-mail account**
- send completed form to Connie Saulka, FSA, Kansas City, MO by 1 of the following:
 - e-mail digital signatures to **connie.saulka@kcc.usda.gov**
 - first class mail (USPS), send original signatures to:

USDA/FSA/FAO Stop 8558
ATTN: Connie Saulka
P.O. Box 419205
KCMO, 64141-6205

- United Parcel Service (UPS), send original signatures to:

USDA/FSA/FAO Stop 8558
ATTN: Connie Saulka
PO BOX 419205
2312 E. Bannister Rd
KCMO, 64131-3011.

Notice FI-3280

1 Original and Digital Signatures on SF-1164 (Continued)

D Contact

For questions about this notice, contact one of the following:

- Connie Saulka by:
 - e-mail at **connie.saulka@kcc.usda.gov**
 - telephone at 816-926-2852

- Samantha Faught by:
 - e-mail at **samantha.faught@kcc.usda.gov**
 - telephone at 816-926-1446

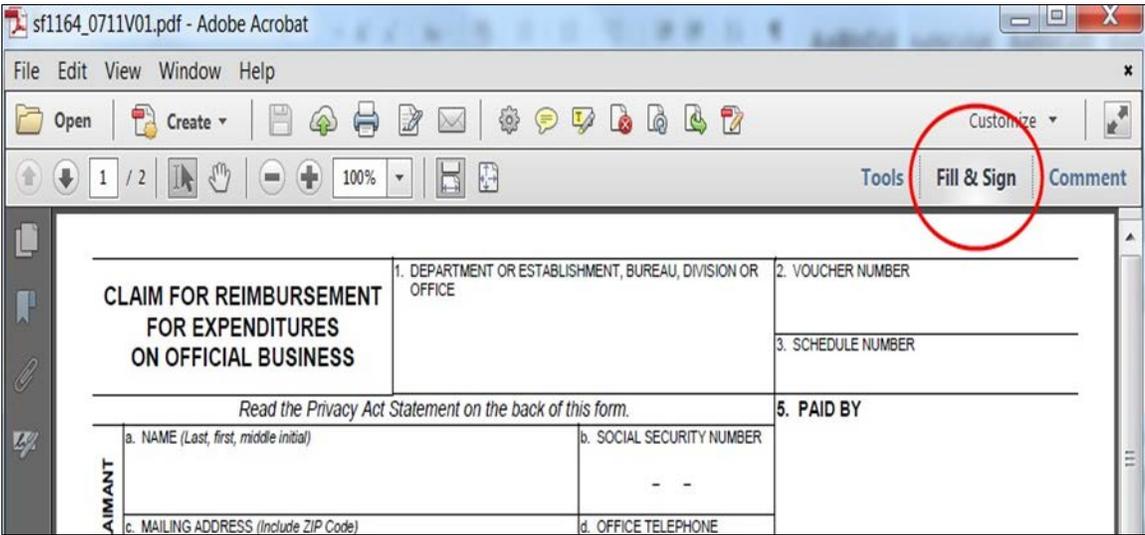
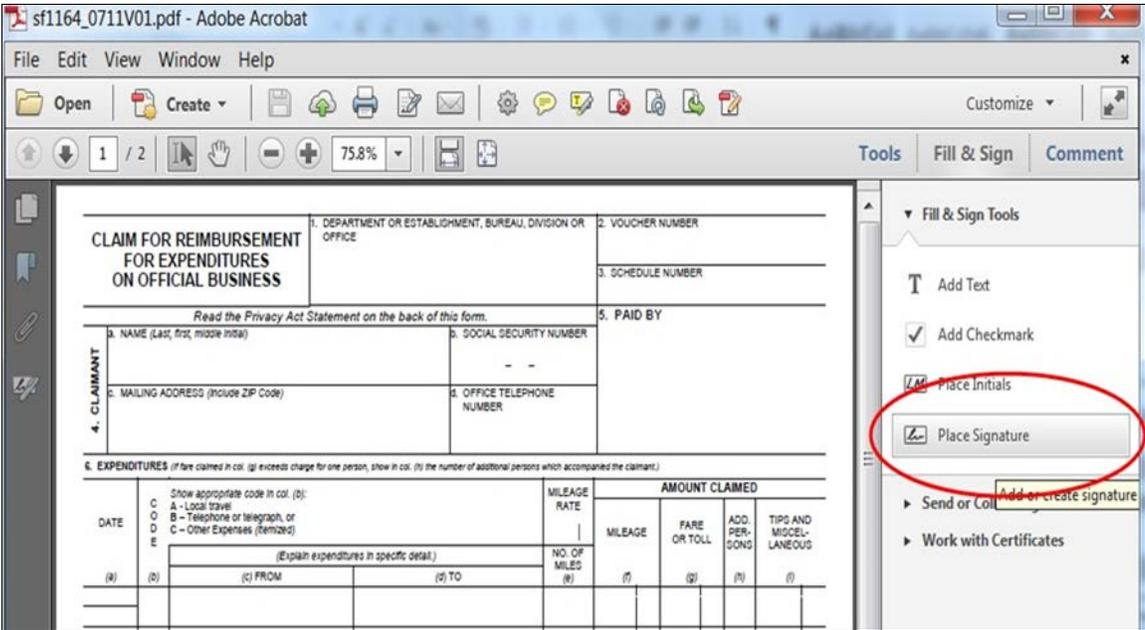
- Marsha Stevens by:
 - e-mail at **marsha.stevens@kcc.usda.gov**
 - telephone 816-926-6288.

Digitally Signing the PDF SF-1164

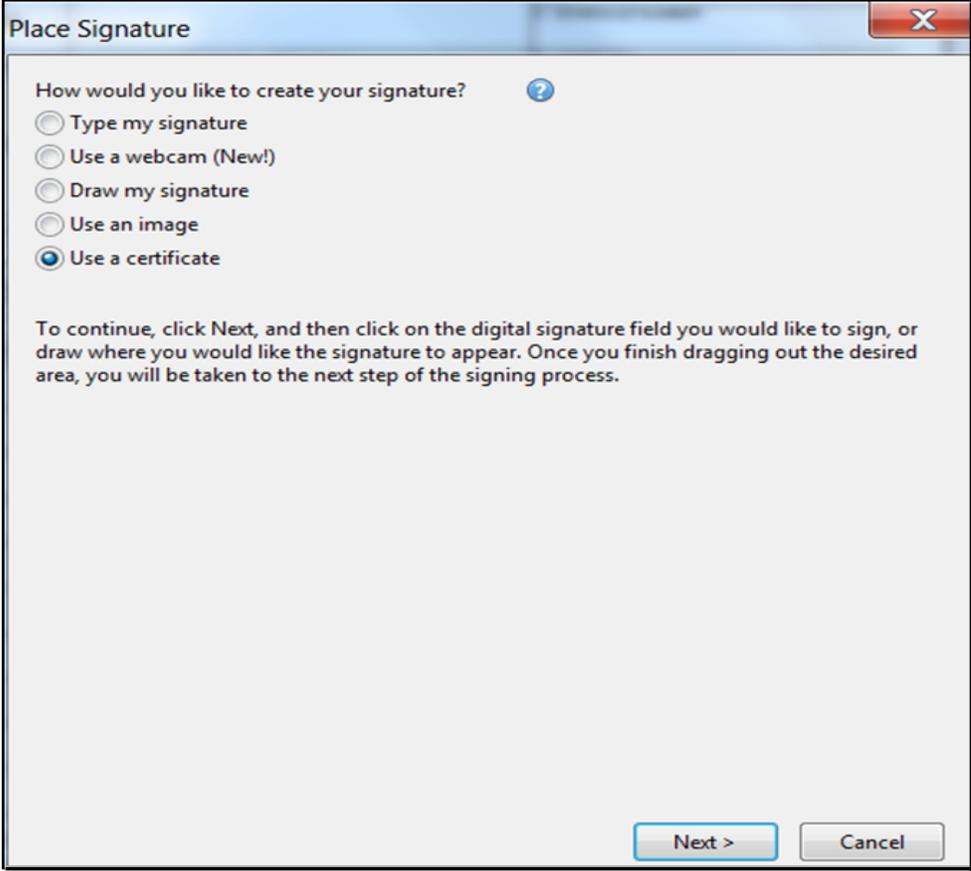
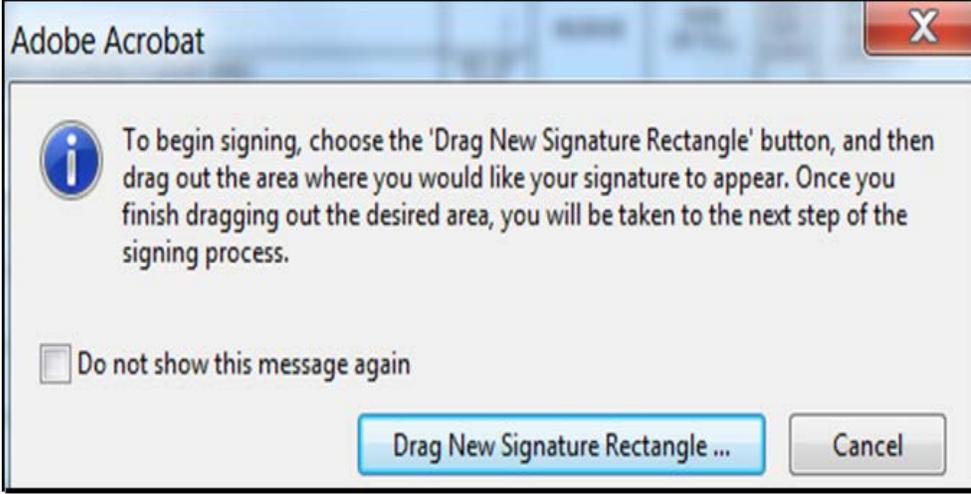
SF-1164 can be found at either of the following:

- <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html> (MS Word Version)
- <http://www.gsa.gov/portal/forms/download/115654> (fillable PDF Version).

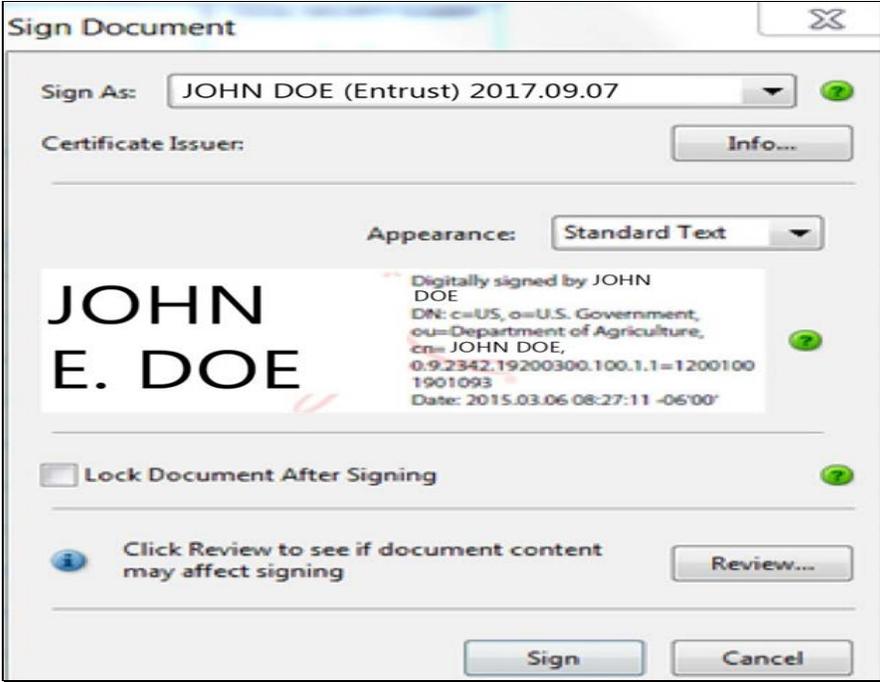
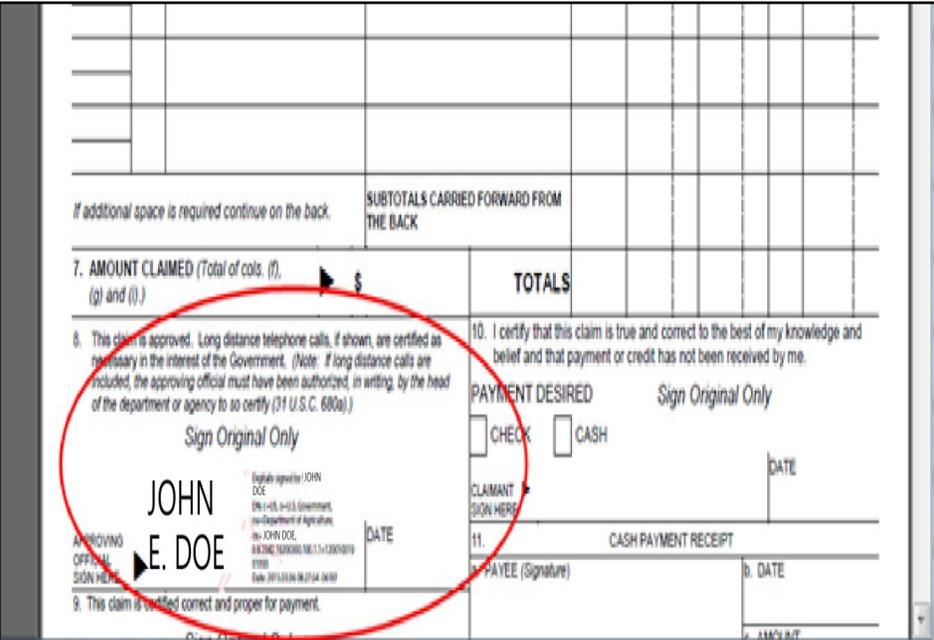
Note: If the MS Word version is used, complete SF-1164, then CLICK “File”, CLICK “Save As”, and save as PDF before signing.

Step	Action
1	<p>Once SF-1164 is completely filled out, CLICK “Fill and Sign” in the top right corner.</p>  <p>The screenshot shows the Adobe Acrobat interface for the PDF 'sf1164_0711V01.pdf'. The 'Tools' menu is open, and the 'Fill & Sign' button is circled in red. The form content includes fields for '1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE', '2. VOUCHER NUMBER', '3. SCHEDULE NUMBER', '5. PAID BY', 'a. NAME (Last, first, middle initial)', 'b. SOCIAL SECURITY NUMBER', 'c. MAILING ADDRESS (Include ZIP Code)', and 'd. OFFICE TELEPHONE'.</p>
2	<p>Click “Place Signature”.</p>  <p>The screenshot shows the Adobe Acrobat interface with the 'Fill & Sign' tools panel open on the right. The 'Place Signature' button is circled in red. The form content includes fields for '1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE', '2. VOUCHER NUMBER', '3. SCHEDULE NUMBER', '5. PAID BY', 'a. NAME (Last, first, middle initial)', 'b. SOCIAL SECURITY NUMBER', 'c. MAILING ADDRESS (Include ZIP Code)', 'd. OFFICE TELEPHONE NUMBER', and a table for '6. EXPENDITURES' with columns for DATE, MILEAGE RATE, MILEAGE, FARE OR TOLL, ADD. PER-SONS, and TIPS AND MISCEL-LANEOUS.</p>

Digitally Signing the PDF SF-1164 (Continued)

Step	Action
3	
4	<p>CLICK "Drag New Signature Rectangle ..."</p> 
5	Click and drag a box in the field where the signature should be inserted.

Digitally Signing the PDF SF-1164 (Continued)

Step	Action
6	<p>The digital signature will be populated by the LincPass credentials. CLICK “Sign”.</p> 
7	<p>The PDF has now been digitally signed.</p> 
8	<p>Save and close.</p>