



FEDERAL RESERVE BANK
OF DALLAS

WILLIAM H. WALLACE
FIRST VICE PRESIDENT

DALLAS, TEXAS 75222

February 6, 1985

Circular 85-17

TO: The Chief Executive Officer of all
depository institutions in the Eleventh
Federal Reserve District

SUBJECT

Revised Bulletin 5 -- Currency, Coin and Food Coupons

SUMMARY

The Federal Reserve Bank of Dallas is issuing a revised Bulletin 5 to reflect changes in our cash transportation services, food coupon regulations and reporting discrepancies in packages of new currency. The revised bulletin also establishes a new Eleventh District currency verification policy.

DETAILS

Bulletin 5 of the Federal Reserve Bank of Dallas has been revised to reflect changes to the cash transportation services the Reserve Bank offers, to incorporate changes in food coupon regulations regarding the liability of the Food and Nutrition Service (FNS) for coupons lost in transit, to announce procedural changes for reporting discrepancies in packages of new currency and to establish a new Eleventh District currency verification policy.

Paragraphs 2.15 and 4.10 of the bulletin have been revised to state that the Reserve Bank is discontinuing its armored carrier service to transportation of currency and coin to depository institutions located in Dallas, Houston, San Antonio and El Paso metropolitan zones

For additional copies of any circular please contact the Public Affairs Department at (214) 651-6289. Banks and others are encouraged to use the following incoming WATS numbers in contacting this Bank (800) 442-7140 (intrastate) and (800) 527-9200 (interstate).

this District. These changes in the Reserve Bank's cash transportation services previously were announced in letters to those financial institutions affected.

A new paragraph -- 2.35 -- has been added stating the Reserve Bank's currency verification policy. Paragraph 3.30 has been revised to incorporate the Treasury Department's procedure for reporting discrepancies in currency packaged by the Bureau of Engraving and Printing. Section 7, Food Coupons, also has been amended to conform to the new FNS regulations reducing the liability of FNS for shipments of food coupons lost while in transit to the Reserve Bank or to FNS.

The new bulletin should be inserted in Volume 1 of your Regulations Binders and the bulletin dated June 1984 should be removed.

ATTACHMENTS

The revised Bulletin 5 is attached.

MORE INFORMATION

For more information, please contact Mary M. Rosas (214) 651-6336 at the Head Office, Robert W. Schultz (915) 544-4730 at the El Paso Branch, Luke E. Richards (713) 659-4433 at the Houston Branch, or Tony G. Valencia (512) 224-2141 at the San Antonio Branch.

Sincerely yours,

A handwritten signature in cursive script, reading "William H. Waller". The signature is written in dark ink and is positioned below the typed name "William H. Waller".

BULLETIN 5

Currency, Coin and Food Coupons



FEDERAL RESERVE BANK OF DALLAS

SCOPE

This bulletin sets forth the general terms and conditions with respect to the currency, coin and food coupon services provided by this Bank and the procedures that must be followed by depository institutions in their currency, coin and food coupon transactions with us.

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Section 1, DEFINITIONS AND REFERENCES**1.00 Reference to Bulletin 1**

A number of terms used in this bulletin are defined in Bulletin 1.

1.05 Federal Reserve Act

Federal Reserve notes are issued in accordance with Section 16 of the Federal Reserve Act.

1.10 Department of the Treasury Circular No. 55

Regulations governing the exchange of coin and paper currency of the United States are set forth in this circular.

Section 2, GENERAL**2.00 Agreement to the terms of this bulletin**

This bulletin sets forth minimum standards and procedures which should be followed by this Bank, (including its Branches), and its client institutions during currency, coin and food coupon transactions. Any depository institution shipping or causing the shipment of currency, coin or food coupons to, from or for the account of this Bank, shall, by such action, be deemed to have agreed to the terms and conditions set forth in this bulletin. It is assumed that in most cases such standards will be acceptable to all parties. However, if circumstances arise which make implementation of these procedures impracticable, this Bank will review, upon written request, the adoption of alternative arrangements.

2.05 Unnecessary shipments to and from this Bank

Because of the high cost of maintaining cash services, the cooperation of depository institutions is requested to avoid unnecessary shipments. It is suggested that accumulations of currency or coin be obtained from other depository institutions in the community if they are available. Depository institutions should anticipate their requirements and refrain from shipping to this Bank currency and coin fit for further circulation if money of the same denomination is likely to be needed in the near future. The interchange of currency and

coin by local depository institutions and the exercise of care in anticipating requirements will reduce shipments to and from this Bank. This Bank will assist depository institutions in such coin and currency arrangements.

2.10 Receipt and distribution of currency and coin

All United States currency and coin will be received for credit, redemption, exchange, or replacement, subject to the conditions stated herein and applicable Federal laws and regulations. This Bank will supply all available current denominations of currency and coin, in accordance with the rules of this Bank and regulations of the Treasury Department. The amount of new currency and coin shipped by us will be governed by the amount of fit currency and circulated coin on hand.

2.15 Transportation policy

For transportation purposes, the cities in the Eleventh Federal Reserve District are separated into commercial zones (hereinafter called zones) and over-the-road territories. Supplement A contains details as to the cities that are in each zone. Depository institutions located in cities in the Dallas, Houston, San Antonio or El Paso zones are required to make their own arrangements for armored carrier service for the shipment of currency and coin. Insofar as possible, this Bank will schedule regular armored carrier service for the shipment of coin and currency to depository institutions located in cities in the over-the-road territories. In accordance with the current prices, as published in Supplement A, transportation charges on over-the-road shipments of currency and coin to and from depository institutions will be paid for by the depositing/receiving institution. Alternatively, a depository institution located in a city in the over-the-road territories may elect to provide its own armored carrier service. A depository institution that is required to or elects to arrange its own armored carrier service should arrange that service to conform to this Bank's scheduling requirements. Depository institutions that arrange their own cash transportation must notify this Bank by official correspondence of their authorized carrier.

2.20 Money sacks

This Bank does not furnish money sacks to depository institutions. Bags bearing the name of the Federal Reserve Bank, the United States Mint or another institution may be used for money shipments to this Bank. Surplus empty bags of this Bank or other depository institutions should be returned to this Bank by armored carrier or fourth class mail. The sender will be reimbursed for the expense. Empty sacks bearing the name of a depository institution will be returned to that depository institution at the expense of this Bank.

2.25 Packaging material

All currency and coin packaging materials must be uniform and conform to existing ABA color standards and Federal Reserve packaging requirements. Copies of such standards are available from this Bank upon request.

2.30 Access policy

The Federal Reserve Board has clarified the Federal Reserve System's policy with regard to access to Federal Reserve cash services. The Reserve Bank should offer to make payments to and receive deposits from all offices of depository institutions on an equal and impartial basis, without charge, in accordance with the approved Uniform Cash Service Standards for Federal Reserve Banks and consistent with their capabilities to provide such service through maximum utilization of available physical facilities. The frequency of access will normally be once per week to each authorized depository institution or office. Less or more frequent access will be determined by volumes or by cost justifications but must be provided on an impartial basis to all similarly situated depository institutions.

2.35 Currency verification policy

This Bank utilizes high speed currency processing equipment to piece-count verify all currency receipts. Denominations of \$1 and \$2 are processed in 1,000 note units. Should a discrepancy be detected within a 1,000 note unit, all 10 straps are returned to the depository institution because individual strap identity is not available. Denomination of \$5 and larger are processed in 100 note units and each strap containing a discrepancy is returned to the depository institution.

Section 3, SHIPMENTS FROM THIS BANK

3.00 Ordering currency and coin

Orders for currency and/or coin should be submitted by either the telephone or through the RESPONSE Network, two business days prior to the delivery date. As orders are received, the message is **recorded**. The individual submitting the order is required to give his name, name of depository institution, depository institution's ABA number, and denominations and amounts of currency and coin desired. The recorded message provides this Bank with the authority to charge the depository institution's account. Depository institutions ordering currency and coin that do not wish to have their account charged or credited for currency and coin transactions must request that a letter from their correspondent depository institution be forwarded to this Bank authorizing this Bank to charge or credit the correspondent depository institution's account for currency and coin transactions, including adjustments. A form for this purpose will be provided by this Bank upon request.

Depository institutions located within the area served by the head office of this Bank where switching stations will carry a touch-tone telephone signal, are requested to submit cash orders through the RESPONSE Network or to the ORDERRECORDER. The Cash Department at the head office of this Bank may be contacted for further information regarding the ORDERRECORDER.

3.05 Standard units

Currency is strapped in standard packages and coin is sacked in standard bags. Orders for currency or coin must be for the following standard units or multiples thereof:

Currency	
Denomination	Dollar Amount
Ones	\$ 1,000
Twos	\$ 2,000
Fives	\$ 5,000
Tens	\$ 10,000
Twenties	\$ 20,000
Fifties	\$ 5,000
Hundreds	\$ 10,000

Coin

Denomination	Dollar Amount
Cents	\$ 50
Nickels	\$ 200
Dimes	\$ 1,000
Quarters	\$ 1,000
Halves	\$ 1,000
Dollars-Eisenhower	\$ 1,000
Dollars-Susan B. Anthony	\$ 2,000

The following standard units will apply as indicated and will be phased in during the next three years:

- (a) An institution (a corporate entity comprising the head office plus all branch offices) which orders currency in amounts exceeding an aggregate of \$50,000 per week may order only the standard currency units listed above.
- (b) An institution which orders currency weekly or less frequently in amounts not exceeding an aggregate of \$50,000 per week may order currency in the following standard units:

Denomination	Dollar Amount
Ones	\$ 1,000
Twos	\$ 200
Fives	\$ 500
Tens	\$ 1,000
Twenties	\$ 2,000
Fifties	\$ 5,000
Hundreds	\$10,000

- (c) An office (an individual branch or main office of an institution) which orders currency no more often than once each month may order less than the basic standard units regardless of the aggregate order of the institution as a whole. The Reserve Bank will establish its own minimum order size for each currency denomination based on regional needs.

3.10 Closing hours and transportation schedules

This Bank is closed on Saturdays, Sundays, and official bank holidays as set forth in Supplement A to Bulletin 1. Depository institutions are asked to keep this in mind as well as armored carrier

and registered mail delivery schedules in anticipating their cash requirements. Orders for currency and coin must be received at this Bank no later than 2:00 p.m. two business days prior to the delivery date.

3.15 Method of shipment

Shipments of currency and/or coin from this Bank to depository institutions will be made by armored carrier in accordance with the transportation policy stated in Paragraph 2.15 of this Bulletin, by fourth class insured mail, or by registered mail, whichever method is appropriate under the circumstances. Depository institutions electing not to utilize armored car or registered mail routes scheduled by this Bank are responsible for making their own shipping arrangements.

3.20 Advice of money shipment

A mail advice will be sent to depository institutions covering each shipment made by registered and/or insured mail and, if the shipment is not received promptly, the Head Office or Branch making the shipment should be notified immediately by telephone or telegraph.

In addition, a daily statement will be sent to each depository institution listing money shipments, as well as all other transactions with this Bank. This statement should be reconciled by depository institutions on a daily basis to insure that all shipments have been received and that their account has been charged correctly.

3.25 Postal limitations

The United States Postal Service has imposed certain limitations and restrictions on the shipment of money to certain towns. Depository institutions affected have been apprised of these limitations and restrictions, and their cooperation in this respect is solicited in placing orders with this Bank. Depository institutions are also requested, as a practical measure, to place orders for currency and coin so that they can be dispatched for arrival and delivery on a business day. Postal authorities have ruled it unwise to permit the dispatch of money which would be held over at the receiving post office when the office is closed.

3.30 Verification of shipments

All currency received from this Bank should be verified as follows:

(a) Within three business days of receipt by those depository institutions served directly for their own use more than once a week.

(b) Within five business days of receipt for those depository institutions served directly for their own use once a week or less frequently.

All coin received from this Bank should be verified within five business days of receipt.

The money shipment should be verified by two or more responsible employees in the presence and view of one another. Currency should be verified by piece count; whereas, coin may be verified by piece count, weight, or by roll count. Until verified, the currency and coin should be held under dual control. If a discrepancy is found upon verification, this Bank should be informed as soon as possible. If the exception relates to currency, the package strap and a copy of the shipping advice should be returned to this Bank.

The procedure for reporting discrepancies located in new currency strapped or packaged by the Bureau of Engraving and Printing is as follows:

(a) The reporting depository institution submits to the Reserve Bank a written explanation, signed by an official of the reporting institution, describing the procedure used to verify the shipment in which the discrepancy was located.

(b) The reporting institution returns to the Reserve Bank, with the written report, the wrapping, label and package strap involved with the claim, identification data including the denomination, series, and serial number(s), along with suffix letter(s) of the missing note(s) as well as the date the shipment was received and the date it was verified. (Claims for an entire 100 note package discrepancy in a brick of new currency will not be honored unless the entire brick is returned, intact, to the Reserve Bank.)

(c) The Reserve Bank will forward the information to the appropriate division of the Treasury Department and will make settlement once the Treasury response is received.

(d) Settlement will not be made for a difference alleged by an individual (customer) or commercial entity doing business with a financial institution.

If the exception relates to coin, the attached tag(s) should be returned to this Bank. If an exception is found in a bag of Mint coin, the Mint bag should be returned to this Bank. Where disbursement of currency or coin is made without verification, this Bank will assume no liability.

These guidelines all assume that the recipient depository institution (including its branches) verify the deposit. Claims by client depository institutions other than the recipient depository institution or its branches will not be honored.

3.35 Entries to depository institution account

We will charge the amount of currency and coin shipment orders to the account on our books maintained or used by an ordering depository institution on the anticipated delivery date as determined by us.

If the shipment is by carrier under contract with us or by registered mail and is not received by the depository institution on the anticipated delivery date, we will make appropriate adjustments.

If the depository institution arranges or contracts for transportation of a shipment from us and the shipment is not received, the charge will not be adjusted.

For shipments debited after shipment by this Bank, we reserve the right to adjust the time of debiting when we deem such adjustment necessary, and we will endeavor to give notice of such adjustment.

The foregoing provisions do not alter the risk of loss provisions in this Bulletin.

Section 4, SHIPMENTS TO THIS BANK

4.00 Control of shipments

All shipments will be prepared and verified by two or more responsible employees of the shipping depository institution and the sealed package should remain under the control of the same two employees until delivered to and receipted for by the armored carrier, or until deposited and registered at the post office.

4.05 Preparation of currency shipments

All currency included in each shipment must be straightened, sorted and packaged by denomination, face and top up, and be enclosed in standard

ABA color coded paper currency straps, each strap containing 100 notes, with the name and location of the sending depository institution, date of verification, amount, and identification of the employee counting the package appearing on each strap.

Individual straps must be bound in bundles as follows:

Denomination	Number of Straps	Dollar Amount
Ones	10	\$ 1,000
Twos	10	\$ 2,000
Fives	10	\$ 5,000
Tens	10	\$ 10,000
Twenties	10	\$ 20,000
Fifties	1—10	\$ 5,000— 50,000
Hundreds	1—10	\$10,000—100,000

Currency that cannot be bundled as described in the table, because of insufficient quantities of notes, must be retained until enough currency of the appropriate denomination has been accumulated to complete standard strap and bundle units. Currency denominations cannot be mixed within a strap or bundle.

Unusual circumstances should be referred to this Bank in writing for authorization and approval.

The following standard units will apply to currency deposits and will be phased in during the next three years:

(a) An institution, (a corporate entity comprising the head office plus all branch offices) depositing currency in amounts exceeding an aggregate of \$50,000 per week may deposit only in the standard units of currency listed above.

(b) An institution depositing currency weekly or less frequently in amounts not exceeding an aggregate of \$50,000 per week may deposit currency in the following standard units:

Denomination	Dollar Amount
Ones	\$ 1,000
Twos	\$ 200
Fives	\$ 500
Tens	\$ 1,000
Twenties	\$ 2,000
Fifties	\$ 5,000
Hundreds	\$10,000

(c) An office (an individual branch or main office of an institution) which deposits currency no more often than once each month may deposit less

than the basic standard units, regardless of the aggregate deposit of the institution as a whole. The Reserve Bank will establish its own minimum deposit size for each denomination based on regional volumes.

Under no circumstances should rubber bands, pins, or clips be substituted for paper straps. Each unit must be securely tied so as to avoid collapse while in transit. When shipments are made by mail, the weight of all units allowed in one sack and under one registry is determined by postal regulations. Shipping costs can be reduced by placing a number of units in each sack; however, the sack should not exceed the weight allowed.

On the date of shipment, if the currency is sent by registered mail, a notice must be mailed, under separate cover, to the Cash Department of this Bank, giving the date, amount, and description of the shipment. All other copies of the advice, excluding the shipping depository institution's copy, must be enclosed with the shipment. If the currency is sent by armored carrier, the original copy of this notice must be handed to the armored carrier representative. With the exception of the shipping depository institution's copy and copy provided the carrier, all other advice copies should be enclosed with the shipment. A supply of forms for this purpose will be furnished upon request.

Torn notes should be carefully mended on the back with transparent cellophane tape in such a manner as to preserve the original design and visual identification of the face of the notes. Pins, clips, and other metallic substances, if not removed, could cause injury to the handlers and damage the machinery used in processing unfit currency. Failure to comply with the foregoing retards the process of handling, and may delay final verification.

The contents of all shipments must be enclosed in a cloth or canvas bag, and must be well secured and sealed in a manner acceptable to the post office, express office, or armored carrier at the place of mailing or dispatch. The seal on the bag should bear the identity of the shipping depository institution.

Only unfit and excess fit currency should be shipped to this Bank. Depository institutions will not be allowed to ship fit currency to this Bank and then order the same denomination of currency within five business days. Deposits should be presorted by strap as to fit and unfit currency.

4.10 Method of shipping currency

Currency of all denominations shipped by depository institutions should be forwarded by armored carrier or by registered mail when armored carrier service is not available. Depository institutions located in cities in the Dallas, Houston, San Antonio or El Paso zones must make their own transportation arrangements. This Bank will provide transportation arrangements for depository institution located in cities in the over-the-road territories that wish to avail themselves of that service. Charges will be made in accordance with the prevailing prices. (Reference 2.15 and Supplement A.) Shipments by registered mail must only be made when armored carrier arrangements cannot be made.

4.15 Preparation of coin shipments

Coin must be shipped to this Bank loose in heavy canvas bags, each bag containing coin of only one denomination. A standard ABA color coded tag should be affixed to each bag showing the name of the shipping depository institution and denomination of coin. The bags of coin must be securely sealed and the seal should bear the identity of the shipping depository institution. Coin shipped to this Bank must be sacked as follows:

Denomination	Dollar Amount
Cents	\$ 50
Nickels	\$ 200
Dimes	\$ 1,000
Quarters	\$ 1,000
Halves	\$ 1,000
Dollars-Eisenhower	\$ 1,000
Dollars-Susan B. Anthony	\$ 2,000

On the date of shipment, if the coin is sent by registered or insured mail, a notice must be mailed to the Cash Department of this Bank, giving the date, amount, and description of the shipment. If the coin is sent by armored carrier, this notice must be handed to the armored carrier representative. A supply of forms for this purpose will be furnished upon request.

4.20 Method of shipping coin

Coin of all denominations shipped by depository institutions should be forwarded by armored carrier if this service is available. If a depository

institution is not on an armored route, shipments of coin should be made by registered and/or insured mail in accordance with existing postal regulations.

4.25 Entries to depository institution account

In general we will credit the account on our books maintained or used by a depository institution on the day we receive its shipment of currency and coin. However, for a depository institution which elects to utilize the Bank's alternative credit procedures, credit will be given on the day it ships currency and coin to us if we receive notification in approved form before 2:00 p.m. that day. If notification is received late, we will give credit on our next banking day. If notification is not given, we will give credit on the day we receive the currency and coin. In most cases, the alternative procedure is beneficial only to those depository institutions which are exempt from reserve requirements, or whose vault cash exceeds its reserve requirement.

If a depository institution arranges or contracts for transportation of a shipment to us, including a shipment by mail, and we do not receive it on the anticipated date of delivery as determined by us, the credit will be reversed.

For shipments credited prior to receipt by this Bank, we reserve the right to adjust the time of crediting when we deem such adjustment necessary, and we will endeavor to give notice of such adjustment.

The foregoing provisions on credit, do not alter the risk of loss provisions in this Bulletin.

Section 5, MISCELLANEOUS CURRENCY AND COIN

5.00 Counterfeit or altered

In accordance with Treasury Department regulations, all counterfeit or altered currency and coin must be delivered to an agent of the United States Secret Service. Accordingly, all counterfeit currency and coin received by this Bank will be delivered to a Secret Service Agent whose receipt, fully describing the counterfeit currency or coin, will be mailed to the depositor.

5.05 Foreign

Foreign currency or coin will not be accepted for credit and, if received, will be returned to the shipping depository institution.

5.10 Gold coin and gold certificates

The executive order of the President of the United States requiring the surrender of all gold coin and gold certificates is still in force, with certain exceptions. Any gold held or received on deposit should be sent to the Federal Reserve Bank for the account of the Treasurer of the United States. Gold coins having a recognized special value to collectors of rare or unusual coins, including all gold coins made prior to April 5, 1933, and gold certificates of the type issued before January 30, 1934, have been exempted from the surrender requirement, however, and may be retained by the persons owning them.

5.15 Mutilated currency

A mutilated bill will be received at its face amount if clearly more than one half of the original bill remains. Fragments that are not clearly more than one half should be sent directly to the Treasury Department, Bureau of Engraving and Printing, OCS, BEPA Room 344, P.O. Box 37048, Washington, D.C., 20013, in accordance with Treasury Department Circular No. 55, copies of which will be furnished upon request. Such fragments will be exchanged at face value only if the Commissioner, Bureau of Government Financial Operations, Department of the Treasury, is satisfied that the missing portions have been totally destroyed, and his judgment is based on such evidence of total destruction as he deems necessary and is final.

5.20 Uncurrent coin

Uncurrent coins, defined in the Treasury Circular No. 55 as whole United States coin which are merely worn or reduced in weight by natural abrasion yet are readily and clearly recognizable as to genuineness and denomination and which are machine countable, are accepted for face value at this Bank. For the redemption of coins other than current coins or machine countable uncurrent coins, refer to Treasury Circular No. 55. Copies of this circular are available from this Bank upon request.

Section 6, RISK OF LOSS

6.00 Outgoing transportation

On shipments to depository institutions, this Bank will assume the risk of loss of coin and currency during transportation under contract to this Bank from the time this Bank delivers the coin and cur-

rency to and receives a receipt from the carrier or the United States Postal Service until the coin and currency is delivered to the addressee or its agent or is returned to this Bank.

6.05 Incoming transportation

On shipments to this Bank, this Bank will assume the risk of loss of coin and currency during transportation under contract to this Bank from the time a depository institution delivers coin and currency to and receives a receipt from the carrier until the coin and currency is delivered to this Bank. This Bank does not assume the risk of loss for incoming mail shipments.

6.10 Exceptions

This Bank will not assume any risk of loss in any of the following circumstances:

A. Any loss in excess of \$10,000,000 on all shipments to this Bank by any one office of a depository institution on any one day.

B. Any loss caused by or resulting from:

(1) hostile or warlike action in time of peace or war, including action in hindering, combating or defending against an actual, impending or expected attack,

(a) by any government or sovereign power (de jure or de facto), or by an authority maintaining or using military, naval or air forces; or

(b) by military, naval or air forces; or

(c) by an agent of any such government, power, authority or forces;

(2) any weapon of war employing atomic fission or radioactive force whether in time of peace or war;

(3) insurrection, rebellion, revolution, civil war, usurped power, or action taken by governmental authority in hindering, combating or defending against such an occurrence, or confiscation by order of any government or public authority;

(4) nuclear reaction or nuclear radiation or radioactive contamination, all whether controlled or uncontrolled and whether such loss be direct or indirect, proximate or remote, or be in whole or in part caused by, contributed to, or aggravated by risks assumed by this Bank.

C. Any loss caused by any dishonest, fraudulent or criminal act of an employee or agent of any depository institution, shipping, causing, ordering or receiving the shipment.

D. Any loss to the extent covered by any insurance, whether primary or excess, carried by the depository institution, shipping, causing, ordering or receiving the shipment.

E. Any loss on any shipment by any depository institution not made in conformity with the provisions of this Bulletin.

F. Any loss on any shipment during any transportation not contracted for by this Bank.

6.15 Differences

A. This Bank will not be responsible for the amount by which a shipment of cash received by this Bank is less than the amount as stated by the shipping depository institution when there is no identifiable occurrence during transportation causing such difference or when the depository institution has not followed the preparation and shipment procedures in Section 4 of this Bulletin.

B. This Bank will not be responsible for the amount by which a shipment of cash received by a depository institution is less than the amount as stated by this Bank when there is no identifiable occurrence during transportation causing such difference or when the depository institution has not followed the verification procedures in Section 3 of this Bulletin.

6.20 Payment of losses and subrogation of rights of recovery by depository institution

The amount of any loss, the risk of which is assumed by this Bank under the terms of this Bulletin, will be paid promptly by this Bank upon receiving from the depository institution sustaining the loss, in a form satisfactory to this Bank, a written proof of loss, receipt, and any other necessary documents, including, but not limited to, an assignment of its rights, title, and interest in the lost property. The depository institution receiving any such payment shall take all necessary measures in behalf and at the risk and expense of this Bank for the recovery, reissue, or replacement of such property, including the institution of legal proceedings in its own name, if deemed necessary by this Bank.

Section 7, FOOD COUPONS

7.00 General

This Bank will process food coupons as cash items in accordance with an agreement made by the Secretary of Agriculture, on behalf of the United

States, and by the Federal Reserve Banks as depositories and fiscal agents of the United States pursuant to authorization of the Secretary of the Treasury. As to matters that agreement does not cover, Regulation J, Bulletin 8, and this Bank's time schedules apply. This Bank will accept food coupons from depository institutions for credit to their account. Depository institutions may also arrange with this Bank to have their food coupon deposit credited to the account of a correspondent depository institution that has an account with this Bank. Other depository institutions should forward coupons through ordinary collection channels.

7.05 Preparation of shipments

Food coupons shipped to this Bank must be prepared as follows:

(a) All coupons must be detached from booklet covers.

(b) Any coupon accepted for redemption must show on its back either (i) the AUTHORIZATION NUMBER or (ii) the name of the authorized retail food store, meal service, and wholesale food concern, if any. Each coupon must be cancelled by the first depository institution that receives it, by indelibly marking "PAID" or "CANCELED" and the depository institution's name or institutional identifier on the face of the coupon. No coupon should be endorsed by a depository institution.

(c) Food coupons must be sorted by denomination, face and top up and enclosed in a paper strap. Under no circumstances will rubber bands, pins, or clips be accepted as substitutes for paper straps.

(d) The name and location of the shipping depository institution, the amount, the date and identification of the employee who counted the coupons must be plainly marked on each strap.

(e) Coupons must be separately sorted into standard straps of 100 coupons of the same denomination. Odd (less than 100) coupons must be retained until standard straps can be assembled and then included with a subsequent shipment.

(f) After sorting and strapping as directed above, the coupons should be assembled 10 straps to a bundle, and secured to make a compact bundle. Do not mix denominations in a bundle. If the shipment of standard 10-strap bundles presents a hardship to the shipping depository institution,

the Cash Department of the office of this Bank serving your institution should be contacted so that other shipment arrangements may be made. Only under unusual conditions and after approval has been granted by the office of this Bank serving your institution will a shipment of odd straps be accepted.

(g) When submitting food coupons for credit, a Food Coupon Deposit Document, Form FNS-521, properly prepared according to the accompanying instructions, must accompany the coupons. A mailing label (available from this Bank) must be affixed to the outside of the envelope or container used for shipping coupons to this Bank, along with the name and address of the shipping depository institution. Do not include food coupons with any other matter sent to this Bank. Food coupons must be shipped in sealed packages or containers strong enough to ensure receipt at this Bank in a reasonably secure condition. All Redemption Certificates (Form FNS 278) on hand at the time coupon shipments are prepared are to be machine listed, a copy of the listing attached to the front of the bundle, and forwarded along with the food coupons to this Bank. The total of the Redemption Certificates being forwarded is to be listed in the area provided on the Food Coupon Deposit Document, Form FNS-521.

(h) Food coupons should be forwarded as a separate deposit, by the means ordinarily used in forwarding checks and other items and should be directed to the attention of the Cash Department, Food Coupons Section. The Form FNS-521 accompanying a food coupon deposit should show the total number and amount of each denomination of coupons enclosed. Neither this Bank nor the Department of Agriculture is liable for food coupons lost in transit to this Bank. Shipping depository institution may wish to insure food coupon shipments and to retain records to assist in substantiating insurance claims for coupons lost in transit. No provision is made by this Bank for reimbursing depository institutions for the cost of shipping food coupons.

(i) In accordance with the regulations of the United States Department of Agriculture [7 CFR 278.5(a)] a portion of a food coupon consisting of

less than three-fifths of a whole coupon shall not be accepted for redemption.

7.10 Entries to accounts

Depository institutions should ship food coupons to the office of this Bank that maintains the account to which the proceeds are to be credited. Credit is given for redeemed food coupons as provided in this Bank's time schedules after the coupons are received and bulk verified.

Such credit is not final and will be subject to subsequent verification, and necessary reclamation and adjustments for shortages, overages, or counterfeits. Credit for food coupons will be made to the account of the shipping depository institution, or to the account of the designated correspondent depository institution. Agreement forms will be provided by this Bank upon request for those depository institutions that wish to designate a correspondent through which credit will be received.

We furnish additional information about the collection of food coupons on request.

7.15 Assumption of risks

The Food and Nutrition Service will be liable for losses of shipments of canceled coupons while in transit to this Bank or correspondent depository institutions provided that:

(a) The shipping depository institution uses diligence and care in making the shipment.

(b) The shipping depository institution is unable to recover the loss from the carrier, and provided further, that, in the event of a partial loss, there is evidence that such a loss was not a result of a package being tampered with or damaged in transit.

The shipping depository institution shall file a prompt written report of loss, destruction, or damage with the post office or other carrier. Shipping depository institutions should retain customers' deposit slips and any other pertinent records which will assist in substantiating reimbursement claims against the Department of Agriculture for coupons lost in transit.

SUPPLEMENT A**ELEVENTH DISTRICT 1985 PRICE SCHEDULE
CURRENCY AND COIN TRANSPORTATION SERVICE****VIA ARMORED CARRIER****Over-The-Road****Pickup Charge:**

From Federal Reserve	To Federal Reserve
\$10	\$20

Liability Charge:

\$0.15 per \$1000 of value carried each way

Bag Charge:

\$0.45 per bag of coin and currency¹

Mileage Charge:²

\$0.12 per mile

VIA REGISTERED MAIL³

Actual cost of postage and insurance from a Federal Reserve Office.

¹The bag charge for currency will be assessed on the actual number of bags shipped, with no bag of currency to contain more than 20,000 notes.

²Mileage is determined by the Tariff OFHA-4D.

³Due to postal limitations a maximum of \$100,000 is all that can be delivered on a single postal route regardless of the number of depository institutions receiving currency on that route.

SUPPLEMENT A—Page Two**CITIES WITHIN THE ELEVENTH FEDERAL RESERVE DISTRICT
SEPARATED BY ZONE FOR CURRENCY AND COIN SHIPPING SERVICE****Dallas - Zone 1**

Depository institutions located in the following Texas cities:

Addison	Dallas	Grand Prairie	Plano	Seagoville
Balch Springs	Desoto	Hutchins	Richardson	
Carrollton	Duncanville	Irving	Rockwall	
Cedar Hill	Farmers Branch	Lancaster	Rowlett	
Coppell	Garland	Mesquite	Royce City	

Dallas - Zone 2

Depository institutions located in the following Texas cities:

Arlington	Burleson	Everman	Hurst	Saginaw
Azle	Colleyville	Fort Worth	Lewisville	
Bedford	Crowley	Grapevine	Mansfield	
Benbrook	Eules	Haltom City	North Richland Hills	

Dallas-Over-The-Road

All depository institutions within the Dallas Office territory and not included in the above zones.

Houston - Zone 1

Depository institutions located in the following Texas cities:

Aldine	Friendswood	La Porte	Seabrook
Alief	Galena Park	League City	South Houston
Bayport	Highlands	Missouri City	Sugar Land
Baytown	Houston	NASA	Webster
Bellaire	Humble	Pasadena	West University Place
Deer Park	Jacinto City	Pearland	

Houston-Over-The-Road

All depository institutions within the Houston Office territory and not included in the above zone.

SUPPLEMENT A—Page Three**CITIES WITHIN THE ELEVENTH FEDERAL RESERVE DISTRICT
SEPARATED BY ZONE FOR CURRENCY AND COIN SHIPPING SERVICE****El Paso - Zone 1**

Depository institutions within the city of El Paso.

El Paso - Zone 2

Depository institutions located in the following New Mexico cities:

Artesia	Hobbs	Roswell	Ruidoso
Carlsbad	Lovington		

El Paso - Zone 3

Depository institutions located in the following New Mexico cities:

Alamogordo	Clovis	Portales	Tucumcari
Cannon A.F.B.	Melrose	Santa Rosa	

El Paso - Zone 4

Depository institutions located in the following New Mexico cities:

Anthony	Hatch	Lordsburg	Silver City
Bayard	Las Cruces	Playas	Truth or Consequences
Deming			

El Paso - Zone 5

Depository institutions located at the White Sands Missile Range, New Mexico.

El Paso-Over-The-Road

All depository institutions within the El Paso Office territory and not included in the above zones or in New Mexico.

San Antonio - Zone 1

Depository institutions located in the following cities, towns, and military establishments:

Alamo Heights	East Kelly A.F.B.	Kirby	San Antonio
Balcones Heights	Ft. Sam Houston	Lackland A.F.B.	Shavano Park
Brooks A.F.B.	Hill Co. Estates	Leon Valley	Terrell Hills
Castle Hills	Hollywood Park	Live Oak	Windcrest
China Grove	Kelly A.F.B.	Olmos Park	

San Antonio-Over-The-Road

All depository institutions within the San Antonio Office territory and not included in the above zone.