

Office of the Special Trustee for American Indians  
DIRECTIVES SYSTEM MANUAL

Part 503  
Chapter 10

Trust Funds Management  
Return of Overpayments

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- 1.1 Purpose.** This chapter prescribes the policy for returning overpayments to contractors for funds received at the Indian Trust Funds Lockbox.
- 1.2 Scope.** This policy is applicable to all Office of the Special Trustee for American Indians (OST) Trust Services' programs and offices.
- 1.3 Policy.** It is the policy of OST that refunds of overpayments from remittances submitted via personal check to the Indian Trust Funds Lockbox will not be processed until OST has verified that the check has cleared with the issuing bank or financial institution. OST will not issue a refund until the personal check clearance is verified in order to prevent Treasury from processing a debit voucher against OST.
- 1.4 Authority.**
- A. Statute.**
- 1) 25 U.S.C. §4001 et seq., American Indian Trust Fund Management Reform Act of 1994, P.L. 103-412
- B. Guidance.**
- 1) OMB Circular A-123, Management's Responsibility for Internal Control
- 1.5 Responsibilities.**
- A. OST will:**
- 1) Process all payments made to the Indian Trust Funds Lockbox within two business days of receipt of the funds.
  - 2) Issue a refund for overpayment based on a request from the Bureau of Indian Affairs when OST has verified that the funds have cleared the issuing bank or financial institution and that the refund will not result in a debit voucher from Treasury.

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