

Office of the Special Trustee for American Indians
DIRECTIVES SYSTEM MANUAL

Part 503
Chapter 20

Trust Services
OST WorkTicket Forms

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- 1.1 Purpose.** This policy prescribes the use and location of the official versions of the Office of the Special Trustee for American Indians (OST) WorkTicket forms located on the OST Enterprise Portal under OST Document Center, Forms and Templates, Accounting, Accounting WorkTickets.
- 1.2 Scope.** This policy is applicable to all OST programs and offices.
- 1.3 Policy.** It is the policy of OST to conduct beneficiary accounting operations in a consistent, effective, and efficient manner. All beneficiary accounting transactions that cannot be originated through an electronic medium, such as Customer StrataStation (CSS), must be documented using official OST WorkTickets which are located on the OST Enterprise Portal in the OST Document Center, Forms and Templates, Accounting, Accounting WorkTicket folders.
- 1.4 Authority.**
- A. Statutes.**
- 1) American Indian Trust Fund Management Reform Act of 1994, 25 U.S.C. §4001 et seq., P.L. 103-41.
- B. Guidance**
- 1) Volume I, Desk Operating Procedure, Section I – Account Maintenance.
 - 2) Volume I, Desk Operating Procedure, Section II – Receipting.
 - 3) Volume I, Desk Operating Procedure, Section III – Disbursing.
- 1.5 Responsibilities.**
- A.** The WorkTicket Committee is responsible for authorizing and approving the development, modification, and/or the replacement or deletion of official OST WorkTicket forms.
- B.** Trust Services, Directives Management Team is responsible for the development, modification, replacement, deletion of the official OST WorkTicket Forms. Including, uploading and maintenance of the OST WorkTicket Forms SharePoint site on the OST Enterprise Portal.
- 1.6 Standards**
- A.** WorkTicket will be written as a single term (e.g. WorkTicket or workticket) rather than two words.

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