

Job Aid 1 - Legal, Proper, and Correct

Certifying Officers are accountable for and required to reimburse personally the government the amount of any illegal or otherwise improper payment. The responsibilities and rights of Certifying Officers are covered under Title 31 U.S.C.:

§ 1301 Purpose	§ 3527 Relief
§ 1341 Amount	§ 3528 Responsibilities/Liability
§ 1502 Time	§ 3529 Request for Decision

31 U.S.C. § 3528 - Responsibilities of Certifying Officers

The responsibilities of a Certifying Officer are outlined in 31 U.S.C. § 3528:

- (a) A certifying official certifying a voucher is responsible for—
- (1) the information stated in the certificate, voucher, and supporting records;
 - (2) the computation of a certified voucher under this section and section [3325](#) of this title; and
 - (3) the legality of a proposed payment under the appropriation or fund involved.

Legal, Proper, and Correct

Certifying Officers are responsible for verifying that a payment is legal, proper, and correct prior to certifying it.

A certifying officer is responsible for	What does it mean?
Legal	The payment is permitted by law
Proper	Funds appropriated, proper documents, goods received/inspected & accepted, and voucher has been pre-audited
Correct	Name, address, dollar amount are correct and it is not a duplicate payment

Before certifying a payment you must verify

- ALC
- Schedule Name
- Number of Payments
- Amount of Payments
- Payment Date
- Payment Type and Sub-Type
- Destination RFC (KFC)

Hotline

To revoke an erroneously certified payment prior to it being disbursed contact:

Kansas City Financial Center
U.S. Department of the Treasury
The Bureau of the Fiscal Service
816-414-2100