

IG CHECKLIST
(DMPO Financial Svcs – Unit Transmittal Letters)

Proponent/Phone No:	Defense Military Pay Office/2-3303	
Functional Area:	Financial Services	
Program/Activity Topic:	Unit Transmittal Letters	
Date of Revision:	1 August 1999	
Management Control Checklist Applied:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NA	
Unit Inspected:	Date Inspected:	
Inspector's Name:	Phone No:	
1. References. DA Pam 600-8, 1 Aug 86, Management and Administration Procedures		
2. Discussion: The unit transmittal letter (UTL) is the primary control document prepared by the unit/PAC. Its purpose is to account for all personnel and pay related documents sent to the finance office. UTLs assist the BN S1 in determining the number of documents sent to the finance office during a given period and they serve as a device for the BN S1 to track those documents to ensure timely input. The UTL also ensures the commander that documents flow smoothly from the unit to its destination. UTL maintenance is essential to control unit pay documents and the primary reference between the finance office, and unit/BN S1, and the commander.		
3. Questions.	YES	NO
a. Are UTLs consecutively numbered and forwarded from unit/BN S1 to finance daily, with all documents received from the prior day of business?		
b. Does the first numbered UTL of a new calendar month begin with number 01 (e.g., 01-01, 02-01), and each additional UTL contain the next number (e.g., 06-02, 07-02)?		
c. Is the two-digit unit source code assigned by the local finance office written on the top right hand corner of each document attached to the UTL?		
d. Are all entries on the UTL clearly identifiable and do they contain the soldier's last name and last four digits of his/her social security number?		
e. Are the UTLs kept in a suspense file until they are completely reconciled with the Daily Report of Transactions (DROT) received from finance?		
4. REMARKS:		