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.:

<table>
<thead>
<tr>
<th>§ 1301 Purpose</th>
<th>§ 3527 Relief</th>
</tr>
</thead>
<tbody>
<tr>
<td>§ 1341 Amount</td>
<td>§ 3528 Responsibilities/Liability</td>
</tr>
<tr>
<td>§ 1502 Time</td>
<td>§ 3529 Request for Decision</td>
</tr>
</tbody>
</table>

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.

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