





4. As part of your annual reporting requirements, Amplex and the DSO are requesting that you make sure and return copies of your collection transmittals. Amplex will be doing independent reconciliations using FBMS data provided by USFWS.
5. We have updated the annual report template (Exhibit 3 of this Handbook). You will now also need to have your supervisor sign that they have reviewed your annual report. This ensures that they are carrying out their responsibilities as well.
6. Amplex and DSO appreciate your attention to the due dates for annual reporting.

Since its beginning 86 years ago, the Federal Duck Stamp has raised over \$1 billion in funds to enable us to include almost 6 million acres in the National Wildlife Refuge System. You know that healthy habitats allow us to have healthy ecosystems for all wildlife which allows us to create outdoor recreation opportunities for nature enthusiasts of all types - photographers, bird watchers, educators, explorers, hunters and anglers.

The Junior Duck Stamp Program is a great tool to encourage K-12<sup>th</sup> graders, educators, families and communities to explore waterfowl, wetland conservation and wildlife management. We encourage you to work with your state coordinator to continue this program in your state by supporting the sale of Junior Duck Stamps; encouraging students and their families to use refuges as places to learn, escape, dream and protect; as well as showing the artwork these students create. The success and continuation of this program allows us to raise a new generation of conservation minded students.

Thank you again for all you do. The DSO and Amplex greatly appreciate the time and attention you put into providing stamps for sale and promoting the Federal Duck Stamp and Junior Duck Stamp programs. Questions or concerns about either program can be answered by going online: <<https://www.fws.gov/birds/get-involved/duck-stamp.php>>. The Duck Stamp Office is also available to answer questions and concerns you may have regarding the program. Amplex can answer specific questions regarding your consignment agreement and stamp inventory.

Sincerely,



Suzanne D. Fellows  
Program Manager  
Duck Stamp Office

## Federal and Junior Duck Stamp Handbook

### **PROCEDURES FOR ALL FWS REGIONS AND FIELD LOCATIONS:**

Each U.S. Fish and Wildlife Service (USFWS) office/outlet (Regional Offices, Refuges) as well as Friend's Group, Cooperative Association or other Consignee is responsible for its own consignment of Federal Duck Stamps and Junior Duck Stamps as outlined in the entity's individual consignment agreement. All Federal and Junior Duck Stamps are consigned through, and tracked by, AMPLEX Corporation (Consignor), the distribution contractor for the Federal Duck Stamp Office (DSO). AMPLEX distribution includes all FWS field locations and commercial businesses. **Each person handling controlled property may be held personally financially liable for loss, damage or destruction. Do not make formal or informal "subconsignee" arrangements.**

Duck Stamps are controlled property and accountability practices must be followed. (See USFWS Manual, Chapter 310, Property). FWS persons (Consignees) receiving controlled property are personally responsible for it from the time they take possession until the property is returned or credit is given for cash from their sale. Consistent with USFWS controlled property practices, the distribution of duck stamps beyond the consignee to other collections officers should be completed only if a DI-104 (or similar form) is completed and filed.

#### Collections:

Each Consignee who handles funds or controlled property (Federal or Junior Duck Stamp inventory) must clearly understand the serious obligation of maintaining the integrity of funds and stock through diligent recording, safeguarding, and depositing funds.

1. Site-specific fee collection systems need to be developed which best meet the needs of FWS office/outlet; however, established Service policies/procedures for handling of funds and controlled property documents need to be followed. (261 FW 1, Cash Accountability)
2. Consignees who have responsibility for receiving funds and reporting collections must be designated in writing as collection officers. Requests for these designations must be submitted to the appropriate Regional Budget and Finance Officer. (Form can be found in 261 FW 1 Exhibit 1.)
3. Safekeeping facilities and adequate record-keeping will be needed to maintain accountability for funds and accounting documents. Controlled property and accounting records should be stored in separate locations to reduce possible simultaneous loss or theft of both items.
4. Each USFWS office/outlet is required to perform a monthly reconciliation between station records and FBMS. Each office is also required to maintain reconciled records for three (3) fiscal years following the close of the fiscal year in which the funds were

collected. Records should cover the entire process, from collection to deposit. Any discrepancies need to be explained in detail.

Federal Duck Stamp and Junior Duck Stamp proceeds are deposited with the Division of Financial Management (DFM)/Denver Operations (DO) Cost Accounting Section by mailing them to:

U.S. Fish and Wildlife Service  
Cost Accounting Section  
PO Box 272065  
Denver, CO 80227-9060

Remittance:

Receipts from Federal Duck Stamp sales must be transmitted to the finance center, through pay.gov using the collection transmittal forms. Copies of the Collection Handbook can be requested from the DSO. (See Exhibit 1 and 2 for the collection transmittal forms).

1. All checks and money orders must be made payable to the U.S. Fish and Wildlife Service.
2. Do not send cash. Cash must be converted to a certified check or money order before transmitting to the DFM/DO. **Money collected from stamp sales cannot be used to pay for money order fees – you must use station funds.**
3. If more than one check and/or money order is included on a single transmittal, a collection transmittal remittance sheet (Exhibit 2) must be attached showing details of the remittance (i.e., item sold, number of check/money order, name and address of payer or “money order,” amount and total).
4. Indicate on the “Description” line of the collection transmittal (CT) the number of Federal or Junior Duck Stamps sold and the amount attributed to each category of stamp.

5. Record the CT in pay.gov and forward the original CT to DFM/DO along with the check(s) and/or money order(s) and any related material. If your station has a credit card machine a CT must be produced in pay.gov with the detailed collection information. Credit card CTs do not need to be sent to DFM/DO.
6. Keep a copy of all CT (including those for credit cards), checks/money orders, and forms in the office files. This copy should be kept in a file for three (3) years. This will establish an audit trail enabling you to prepare a final accounting report to submit to AMPLEX at the end of the consignment period to aid in error tracking.
7. Include a copy of all CTs with your annual report to Amplex.
8. Preparation of a CT to deposit funds is required whenever \$1,000 has been collected or once each week, **whichever comes first**.

**All stamps must be returned to AMPLEX.**

**DO NOT DESTROY STAMPS!**

Inventories:

1. Additional stamps may be ordered in multiples of 25 throughout the consignment period (June 1 to April 30) by calling **Amplex at 1-800-852-4897**. AMPLEX will ship stamps by trackable carrier. Stamps can be reordered via the internet at [www.duckstamp.com](http://www.duckstamp.com).
2. Upon receipt of the stamps, the USFWS Consignee shall sign the delivery company electronic ledger pad or equivalent to verify delivery, and check contents of the package for stamps and invoice. Consignee and their supervisor should count the stamps and compare the amount indicated on the AMPLEX invoice.

If the numbers disagree, contact AMPLEX immediately at 1-800-852-4897. If correct, verify with two signatures, date, and mail a photocopy of the invoice back to:

**Amplex Corporation  
1100 Fountain Parkway  
Grand Prairie, TX 75050-1513**

Retain a copy of the signed invoice for your records.

3. All money from the sale of stamps should be sent to the DFM/DO (Cost Accounting Section, PO Box 272065, Denver, CO 80227-9060) from each USFWS office using established USFWS procedures for processing a CT through pay.gov.
4. **At the end of the consignment period (June 15), (June 30 for Alaska) each sales outlet will submit/return the following information to AMPLEX by certified mail, return receipt requested;**
  - a) **completed copy of the Federal Duck Stamp Annual Report (Exhibit 3, this report now includes a supervisor's signature),**
  - b) **copies of all stamp CT's for the entire consignment period,**
  - c) **copies of monthly reconciliations**
  - d) **all unsold stamps and,**
  - e) **any documentation regarding, lost, stolen or accidentally destroyed stamps.**
5. Payment shall not be required to be remitted for stamps stolen or destroyed by means beyond the control of a Consignee, provided a signed affidavit (police, fire, insurance or other authority) is submitted by Consignee attesting to the circumstances of the loss. Stamps lost while in the possession of the Consignee must be reported immediately, in writing, to AMPLEX.

6. Each year, in April, Consignor will send a statement of activity indicating the number of stamps shipped to the Consignee throughout the consignment period.
7. In the event the Consignee elects to discontinue participation in this consignment program, Consignee will advise Amplex and make a final accounting for all Federal and Junior Duck Stamps issued during that consignment period.

Annual Report:

Each consignee location handling duck stamps shall submit the Federal and Junior Duck Stamp Annual Report (Exhibit 3), containing the following information, and send it to AMPLEX, along with items referenced in Inventories, item 4, no later than June 15;

- a) number of stamps received,
- b) number of stamps sold, (Federal and Junior)
- c) monthly reconciliation reports
- d) number of stamps lost, stolen or accidentally destroyed, and
- e) dollar amount of receipts deposited

**The Annual Report must also be reviewed and signed by the Supervisor or Project Leader.**




Miscellaneous:

1. Generic Appreciation Cards will be printed annually by the DSO. Amplex will include one card for each stamp in the initial stamp shipment. Additional generic cards will be provided on a first-come, first-serve basis from Amplex.
2. There are specific stamp products that you may also be interested in carrying at your refuge or through your associated gift shops. They include First Day of Sale collection items. In 2018-2019, the companion species is the sandhill crane and we specifically point out NWR which are known for their sandhill crane viewing opportunities. You may view and request these items through Amplex or the DSO. We encourage you to consider having these for sale as well.
3. Information on DSO programs and function can be obtained through the Federal Duck Stamp web site on the Internet, <https://www.fws.gov/birds/get-involved/duck-stamp.php> or from


Suzanne Fellows  
Program Manager  
Federal Duck Stamp Program  
U.S. Fish & Wildlife Service  
5275 Leesburg Pike MS:MB  
Falls Church, VA 22041-3803  
Phone (703) 358-2145  
Fax (703) 358-2282  
[Suzanne\\_Fellows@fws.gov](mailto:Suzanne_Fellows@fws.gov)

Exhibit 1

Form Instance



**U.S. DEPARTMENT OF THE INTERIOR**  
**Fish and Wildlife Service**  
**REGIONAL COLLECTIONS FORM**



\*Please complete top section before continuing

Payor Name

Date

Collections Officer

Region Number    \*Yellow fields are required.

Collection Type   Clear Fields  

TC	Ref Num	Line	TT	Fund	ORG Code	Program	Revenue Source	Object Class	Cost Structure	ABC Code	Agreement Number	ADV	Vendor Code	Post Order	Amount	Part/ Final

Description

Collection Type   Clear Fields  

TC	Ref Num	Line	TT	Fund	ORG Code	Program	Revenue Source	Object Class	Cost Structure	ABC Code	Agreement Number	ADV	Vendor Code	Post Order	Amount	Part/ Final

Description

Collection Type   Clear Fields  

TC	Ref Num	Line	TT	Fund	ORG Code	Program	Revenue Source	Object Class	Cost Structure	ABC Code	Agreement Number	ADV	Vendor Code	Post Order	Amount	Part/ Final

Description

Collection Type   Clear Fields  

TC	Ref Num	Line	TT	Fund	ORG Code	Program	Revenue Source	Object Class	Cost Structure	ABC Code	Agreement Number	ADV	Vendor Code	Post Order	Amount	Part/ Final

Description

Collection Type   Clear Fields  

TC	Ref Num	Line	TT	Fund	ORG Code	Program	Revenue Source	Object Class	Cost Structure	ABC Code	Agreement Number	ADV	Vendor Code	Post Order	Amount	Part/ Final

Description



Exhibit 3

U.S. FISH AND WILDLIFE SERVICE  
 FEDERAL DUCK STAMP  
 ANNUAL REPORT  
 FOR STAMP YEAR \_\_\_\_\_ TO \_\_\_\_\_

FWS LOCATION \_\_\_\_\_ CONSIGNMENT #: \_\_\_\_\_

LOCATION NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

Line Number		Federal Duck Stamp	Jr. Duck Stamp
1	Number of stamps received from Amplex		
2	Total number of stamps sold		
3	Number of stamps lost, stolen or accidentally destroyed. (Attach explanation)		
4	Number of stamps returned to Amplex		
5	Total of line 2 through 4		
6	Line 1 minus line 5 (Must equal 0 for full accountability. If not, please provide explanation.)		
7	Value of stamps sold		
8	Amount remitted to lock box		
9	Line 7 minus line 8 (must be 0 for full accountability. If not, please provide explanation.)		

STATEMENT OF ACCOUNTABILITY:

I certify that the above information is accurate and accounts for all Federal and Junior Duck Stamps that this FWS location received from AMPLEX during the consignment period.

Copies of this year's collection transmittals and monthly reconciliations with FBMS have been included with this report. All collection transmittals and other documents verifying the information outlined above are available for inspection at this FWS location for up to three years if required for an audit.

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Typed or printed name Title

SUPERVISOR'S STATEMENT OF REVIEW

I certify that I have reviewed the above information and found it to be accurate. It accounts for all Federal and Junior Duck Stamps that this FWS location received from AMPLEX during the consignment period.

---

Supervisor Signature

Date

---

Typed or printed name

Title

RETURN THIS FORM, ALL COLLECTION TRANSMITTALS, AND ANY UNSOLD STAMPS  
BEFORE JUNE 15 TO:

Amplex Corporation  
1100 Fountain Parkway  
Grand Prairie, Texas 75050-1513  
Attention: Federal Duck Stamp  
Federal Duck Stamp Handbook – Exhibit 3

Rev. 6/2019