

CIRCULAR

DATE August 4, 2016

PUBLIC SALES PROGRAM – PROCESSING SALES

REVIEW DATE: August 4, 2021

1.0 PURPOSE AND SCOPE

The purpose of this circular is to provide updated information on processing the sales of engravings (i.e., presidential portraits, vignettes, and souvenir cards), intaglio prints, uncut currency sheets, and premium currency products, hereafter referred to as Public Sales products for the Bureau of Engraving and Printing's (BEP) Office of External Relations, (OEX) Public Sales Program.

2.0 POLICY

The Public Sales Program (PSP) is part of the information and educational efforts of the BEP with the purpose to inform and educate the public about its historic and continuing role in the production of United States securities. It is the policy to sell these products to the general public.

3.0 SUPERSESSION

This circular supersedes Circular No. 40-00.8A, "Processing Sales of Souvenir Cards and Intaglio Prints," dated September 6, 1991, and Circular No. 40-00.7, "Uncut Currency Sales," dated September 18, 1989.

4.0 BACKGROUND

Public Sales products are offered for sale to the general public (inclusive of BEP employees) through the following point-of-sale operations: BEP's Visitor Center Gift Shops in Washington, DC and Fort Worth, TX; the BEP's online store; Mail Order; consignment with the United States Mint; and at exhibition and numismatic events.

BEP began the sale of uncut sheets of United States paper money to the public in 1935, continued through the 1950's, and then resumed sales again in 1981. The BEP is required to incorporate all Public Sales and Departmental requests for uncut sheets and notes within the Federal Reserve Board of Governors Yearly Currency Order (YCO). The Public Sales Program offers all denominations (\$1 - \$100) in various sizes of uncut sheets of currency.

5.0 VISITOR CENTER GIFT SHOP SALES

The following processes apply to sales at BEP's Visitor Center Gift Shops:

- 5.1 The general public may purchase Public Sales products at BEP's Visitor Center Gift Shops. Payments may be made with cash, travelers check, check, or credit card.
- 5.2 For the Washington, DC Gift Shop, the supervisor verifies the daily sales and inventory reports. The monies, together with BEP Form 8643-1, "Report of Collections" (Exhibit A), are delivered to the Office of Financial Management (OFM), Accounting Division for deposit. For the Fort Worth, TX Gift Shop,

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the supervisor verifies the daily sales and inventory reports and delivers the monies to the designated financial institution on a weekly basis.

6.0 MAIL ORDER SALES

The following processes apply to orders received through the mail:

- 6.1 The general public may purchase Public Sales products through the mail. Payments may be made with check, money order, or credit card and are verified for accuracy and completeness.
- 6.2 The monies, together with BEP Form 8643-1, "Report of Collections," are delivered to the Office of Financial Management (OFM), Accounting Division for deposit.
- 6.3 Picking tickets are printed for the orders and are delivered to the Public Sales Vault where the orders are packaged and mailed to the customers.

7.0 EXHIBITION SALES

Representatives of BEP attend select exhibitions and numismatic shows throughout the year. Public Sales products may be purchased at the shows with cash, check, or credit card. For more specific information regarding the Exhibit and Souvenir Card Program, see Circular No. 40-00.8, "Exhibit and Intaglio Print Programs."

8.0 E-COMMERCE SALES

The general public may purchase Public Sales products through BEP's online store. Orders received are downloaded each day and are interfaced directly into Bureau of Engraving and Printing Enterprise Network (BEN). Orders are verified for accuracy and completeness. Picking tickets are printed for the orders and are delivered to the Public Sales Vault where the orders are packaged and mailed to the customers.

9.0 CONSIGNMENT SALES OF UNITED STATES MINT PRODUCTS

The BEP and United States Mint have a 100% consignment agreement to sell each agency's Public Sales products through over-the-counter sales locations. Sales and inventory reports are reconciled on a monthly basis and payments coordinated through each agency's accounting departments.

10.0 REFUNDS/EXCHANGES

- 10.1 Payment for Public Sales products may be refunded when all or part of an order cannot be filled, payment is not sufficient to cover the cost of all items ordered, or remittance exceeds the full cost of the order. Remittances which exceed the cost of the order by \$5.00 or less are not refunded unless specifically requested by the customer. Refunds and exchanges are made if:
 - 10.1.1 Products were damaged or lost in the mail; or
 - 10.1.2 An order was incorrectly processed.

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- 10.2 If a customer claims non-receipt of an item, the customer submits a “Certification of Non-Receipt or Damage” (CNR) in which the customer must certify that they did not receive their order or that it was damaged. Upon receipt of the certification, BEP replaces the item via “Certified – Return Receipt Requested.”
- 10.3 Customer refunds are issued based on the original form of payment, i.e., refund to credit card or check processed by the Office of External Relations. A Customer Refund List ([Exhibit B](#)) is prepared and a check is written and mailed to the customer.

11.0 DISPOSITION OF DEFECTIVE ITEMS

All defective or damaged Public Sales products are sent to destruction. BEP Form 8333, “Schedule of Delivery of Mutilated Paper” ([Exhibit C](#)), is used to record the transfer of defective or damaged engravings and intaglio prints to the Destruction Branch, Office of Security. BEP Form 2446, “Transfer/Delivery Schedule” ([Exhibit D](#)) is used to record the transfer of damaged currency to the Mutilated Currency Division.

12.0 RECEIPT OF INVENTORY

Deliveries of engravings to OEX are recorded from the Bindery Section via BEP Form 2446, “Transfer/Delivery Schedule.” Receipts are verified by physical count and entered as an Account Alias Receipt into BEN. Deliveries of Public Sales currency products are coordinated with the Manufacturing Directorate and the Federal Reserve Board of Governors and are entered as an Account Alias Receipt into BEN. (See Circular No. 84-00.7, “Low Serial Number and Special Request Federal Reserve Note Policy.”)

13.0 PHYSICAL INVENTORIES AND ACCOUNTABILITY REPORTS

The “BEN Stock Status Report” ([Exhibit E](#)) is used to verify the physical inventory with the system inventory. OEX representatives conduct monthly physical inventories of Public Sales products in the Public Sales Vaults and Visitor Center Gift Shops. Contractors conduct daily inventories in the Visitor Center Gift Shops and weekly inventories in the Public Sales Vaults. Inventory overages or shortages which are disclosed as a result of month-end physical accountability and periodic inventories are reported to the OEX Marketing Manager.

14.0 AUDITS

The Office of Compliance and external auditors conduct periodic inventory audits of the Public Sales Program.

15.0 OFFICE OF PRIMARY RESPONSIBILITY

Office of External Relations

<electronically approved>
Teresa Dean
Chief

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Exhibit B

DIVISION OF MARKETING - PUBLIC SALES		AUTHORIZED BY: Peggy Stanley	
CUSTOMER REFUND LIST		FOR PERIOD: January 29 - February 8, 2016	
SCHEDULE NUMBER: RC-2016-09S		SIGNATURE AND DATE: PS 2/8/16	
TOTAL CUSTOMERS: 3	TOTAL AMOUNT: \$58.13	Sent to Storkey	
<u>CUSTOMER</u>	<u>REFUND</u>	<u>REASON</u>	<u>CHECK #</u>
Gary Engdahl 28100 SW Strawberry Hill Dr Hillsboro, OR 97123	\$22.38	Postage Order 506369	STATEMENT DATE CLEARED
Tammy Whitbeck 505 S. Neyland Ave Liberty Lake, WA 99019	\$28.70	Postage Item damaged again	_____
Hung Do 21 Plantation Dr Scarborough, ME 04074	\$7.05	Postage Order 505348	_____
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TOTAL	\$58.13		

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Exhibit C

BEP FORM 8333
REV. 10-82 **A**

SCHEDULE OF DELIVERY OF MUTILATED PAPER

DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING

TO: SECURITIES DISPOSITION ACCOUNTABILITY UNIT OFFICE OF SECURITY	DELIVERING COMPONENT	DELIVERY DATE	SCHEDULE NUMBER
			Page _____ of _____ Pages

The following described sheets of mutilated paper are herewith delivered for final examination and count.

PACKAGE NUMBER	DESCRIPTION					TOTAL SUBJECTS
	ITEM	DESIGN OR SERIES	DENOM. OR FORM NO.	SHEETS	SUBJ. PER SHEET	

<p style="text-align: center;">CERTIFICATE OF DESTRUCTION</p> <p>We hereby certify that the mutilated paper described in this schedule was received, verified by package count, and was this day totally destroyed in our presence in accordance with Department of the Treasury regulations.</p> <p style="text-align: center;">SECURITIES DESTRUCTION CERTIFICATION BRANCH</p> <p>DATE _____</p>	<p style="text-align: center;">SIGNATURE AND TITLE</p> <p style="text-align: center;">The above described sheets have been examined, counted, and found to be in agreement with this schedule.</p> <p>SIGNATURE (Foreman/Asst. Foreman, Securities Disposition Accountability Unit) _____</p> <p>DATE _____</p>
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NOTE: After verification by the Securities Disposition Accountability Unit this copy shall be delivered with the paper to the Securities Destruction Certification Branch and retained as file copy.

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Exhibit D

BEP <small>FORM 2446 REV. 07-01</small>		TEMPORARY TRANSFER/DELIVERY SCHEDULE				CONTROL NUMBER: 22681			
<input type="checkbox"/> CURRENCY <input type="checkbox"/> POSTAGE STAMPS <input type="checkbox"/> MISCELLANEOUS ITEMS		DATE PREPARED		SHIFT					
TO: (Include Cost Center)		FROM: (Include Cost Center)		PRESS NUMBER	DEPARTMENT CODE	PRINT ORDER NUMBER			
ROLL/LOAD OR PROCESS NUMBER/ NUMBER OF PACKAGES	BEP/MS PART NUMBER (PRODUCT CODE)	DESCRIPTION		FROM STOCKROOM AND BIN	TO STOCKROOM AND BIN	TOTAL QUANTITY	UNIT OF MEASURE/ SUBJECT	TYPE STOCK <small>(Blank, Title, Face, Back)</small>	
		ITEM	DENOM. BANK SERIES						
TOTAL							GRAND TOTAL		

REASON FOR ACTION IS MANDATORY:

NOTE: This schedule is valid only for one (1) work day from the original date prepared. Action must be taken by the Delivering Component to replace this schedule with a BEP/MS-generated T/D schedule within the one (1) work day time frame. This schedule must be attached to and filed with the BEP/MS schedule that replaced it.

<small>The above described sheets were received, subject to count.</small>	SIGNATURE AND TITLE (Delivering Component)	Date	SIGNATURE AND TITLE (Receiving Component)	Date
	SIGNATURE AND TITLE (Delivering Component)	Date	SIGNATURE AND TITLE (Receiving Component)	Date

Exhibit E

**Bureau of Engraving and Printing
Public Sales Stock Status Report**

Run Date: 29-JUN-2016 08:22
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Organization BEP-Public Sales-ECF
Category Set BEP Public Sales Item Category
Categories
Sub inventory VAULT_A

Sub Inventory: VAULT_A

Locator: VAULT_A.0.0.0

Item	Description	Category	UOM	Quantity	Status	Age (Days)
1	GEORGE WASHINGTON 6" X 8"	Engraving	Each	207	Active	29
2	JOHN ADAMS 6" X 8"	Engraving	Each	426	Active	334
3	THOMAS JEFFERSON 6" X 8"	Engraving	Each	293	Active	29
4	JAMES MADISON 6" X 8"	Engraving	Each	1,134	Active	138
5	JAMES MONROE 6" X 8"	Engraving	Each	226	Active	433
6	JOHN Q. ADAMS 6" X 8"	Engraving	Each	457	Active	539
7	ANDREW JACKSON 6" X 8"	Engraving	Each	191	Active	391
8	MARTIN VAN BUREN 6" X 8"	Engraving	Each	170	Active	539
9	WILLIAM HARRISON 6" X 8"	Engraving	Each	375	Active	539
10	JOHN TYLER 6" X 8"	Engraving	Each	266	Active	539
11	JAMES POLK 6" X 8"	Engraving	Each	304	Active	391
12	ZACHARY TAYLOR 6" X 8"	Engraving	Each	115	Active	433
13	MILLARD FILLMORE 6" X 8"	Engraving	Each	383	Active	539
14	FRANKLIN PIERCE 6" X 8"	Engraving	Each	214	Active	112
15	JAMES BUCHANAN 6" X 8"	Engraving	Each	678	Active	539
16	ABRAHAM LINCOLN 6" X 8"	Engraving	Each	485	Active	22
17	ANDREW JOHNSON 6" X 8"	Engraving	Each	80	Active	282
18	ULYSSES GRANT 6" X 8"	Engraving	Each	151	Active	324
19	RUTHERFORD HAYES 6" X 8"	Engraving	Each	109	Active	518
20	JAMES GARFIELD 6" X 8"	Engraving	Each	93	Active	324
21	CHESTER ARTHUR 6" X 8"	Engraving	Each	90	Active	112
22	GROVER CLEVELAND 6" X 8"	Engraving	Each	195	Active	2
23	BENJAMIN HARRISON 6" X 8"	Engraving	Each	115	Active	539
24	WILLIAM MCKINLEY 6" X 8"	Engraving	Each	99	Active	391
25	THEODORE ROOSEVELT 6" X 8"	Engraving	Each	189	Active	29
26	WILLIAM TAFT 6" X 8"	Engraving	Each	290	Active	420