

PART 2000 - General

Subpart G - NOTARIES PUBLIC EXPENSE ACT OF 1955

§2000.301 General.

Rural Development employees who are required to serve as notaries public in connection with the performance of official business will be paid an allowance not exceeding the expense required to be incurred by them to obtain their commissions from and after January 1, 1955. This Instruction prescribes the procedure for the designation of these employees, the procedure for claiming the authorized allowance, and limitations upon the rendering of notarial services during office hours and with respect to Rural Development business in general.

§2000.302 State, District and County Office designations.

(a) The State Director may, when justified, designate one full-time employee in the State, District, and County Offices in his or her State(s) who will be authorized to furnish notarial services and receive the allowance described in §2000.304. These designations will be determined based upon the volume of business in the individual office warranting the services of a Notary Public, and the amount of time of Rural Development employees required to obtain services from notaries outside the Rural Development office. These designations may include offices in which an employee previously has secured a notarial commission and has been providing notarial services, but the allowance in these cases will be authorized only for the expense of new commissions or renewals effective on or after January 1, 1955.

(b) State Directors may authorize employees to obtain new commissions or renewals on a statewide basis or an individual district or county basis, depending on the need for notary services and applicable State statutes.

§2000.303 National and Finance Office designations.

The Administrator will designate two employees in the National Office, and the Assistant Administrator, Finance Office, will designate seven employees in the Finance Office, who will be authorized to perform notarial services in those offices, and receive the allowance described in §2000.304.

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§2000.304 Claims for authorized allowance.

(a) Rural Development employees designated under §§2000.302 and 2000.303 will pay the expense of obtaining their commissions, bonds, seals, and renewals of their commissions, and will claim the allowance by submission of Standard Form 1012, "Travel Voucher," in an original only, accompanied by supporting receipts, canceled checks, money order stubs, or other evidence of payment of the expense upon which this allowance is based. In using Standard Form 1012 for this purpose, the words "Notary Public Expense" will be typed at the top of the voucher, the spaces between the payee's "Mailing address" and the payee's certificate and signature will be left blank, and the items of expense will be shown in the columns headed "Date," "Description," and "Amount Claimed - Other" on the reverse of the voucher, followed by the statement "Allowance claimed pursuant to Public Law 681, 84th Congress, and RD Instruction 2000-G." The vouchers will be submitted promptly to the State Director for approval and payment.

(b) The claim for this allowance may not exceed the necessary expenses incident to the obtaining of a new commission or the renewal of a commission, in either case, to be effective on or after January 1, 1955, and may not include the expense of more than one seal, unless by State law a new seal is required upon renewal of the commission. Lost or stolen seals must be replaced at the employee's expense, except that if the seal has been stolen from a Rural Development office, allowance may be authorized for the expense of its replacement upon satisfactory explanation of the circumstances.

§2000.305 Limitations.

Rural Development employees who are notaries public may not receive any compensation for performing notarial service during office hours. At no time, regardless of office hours, may a charge be made for performing notarial services for Rural Development borrowers or applicants. Employees who have received the allowance under this Instruction are not further limited with respect to the performance of this service for the public when not in a duty status, and their seals will not be regarded as Government property.

§§2000.306 - 2000.350 [Reserved]

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