

TIPS FOR BETTER SERVICE

Purchase Orders

The primary documents required for payment are the purchase order, receipt notification and the supplier's invoice.

- Original obligation should have the correct billing address and vendor should be notified of such. Invoices for purchase orders should not be sent to the Eastern Finance Branch without an Invoice Receipt Certification (CD-406).
- A freight charge in excess of \$100 must be supported by a vendor's receipt waybill or suitable documentation, which may include a copy of the UPS/FEDEX mailing label, before payment can be made.

Amending Purchase Orders

- An amended purchase order may be submitted to effect changes, additions or deletions to data on the initial purchase order.
- Amendments cannot be issued to change the name of a supplier when a new supplier is involved.
- The amended purchase order should clearly state the total of the obligation and clarify the amount of each line item needing to be increased or decreased.

Receiving Reports

- Completely fill out the Invoice Receipt Certification (CD-406) form.
- If multiple lines of accounting are cited on the purchase order, note the amount received for each line of accounting.
- Confirm that a receiving report is sent to the Eastern Finance Branch for the purchase order. The Eastern Finance Branch cannot process and pay purchase order invoices without a receiving report.

Proper Invoice

In compliance with the Prompt Payment Act, the Eastern Finance Branch will pay an invoice in accordance with the terms set forth in the contract with the vendor if it receives a “proper invoice”. A “proper invoice” contains:

- name of the vendor and an invoice date
- purchase order number
- description, price, quantity of property and services actually delivered rendered
- shipping or payment terms
- other substantiating documentation, for example, a waybill for shipping charges if freight over \$100 or other information as required by the contract.

Telephone and Utility Invoices

New Accounts

- Complete the Telecommunications Service Authorization (CD 37-1) form including the complete CBS accounting line and the name and telephone number of the point of contact. Accounting codes should include the following:
 - - Organization Code (16 digits)
 - Project Code (7 digits)
 - Task Code (3 digits)
 - Object Class(4 digits)

Invoice Certification

Ensure the invoice certification contains the following:

- Correct document number
- Complete and correct CBS accounting line
- Date of signature
- Name typed or printed legible

TRAVEL TIPS

- All authorizations and vouchers are to be prepared using TM8.1.
- Only the top page of the travel voucher with needs to be faxed to EFB.
- Fax top page of the travel voucher to the (757) 441-6051 dedicated travel line.
- Vouchers are required to be submitted within five (5) working days after the completion of travel.
- Receipts are required for lodging expense and any other expense over \$75. If no receipts are furnished, a full explanation must be provided on the travel claim.
- You must always use a contract city-pair fare for air passenger transportation service.
- Specific authorization or prior approval is required for use of cash to pay for common carrier transportation, use of rental car, payment of a reduced per diem rate or payment of actual expense.
- DOC does not encourage the use of non-refundable fares. If used, voucher must include the following statement: "I acknowledge that the use of this non-refundable fare must be used for the specifically ticketed flight, and will have no value once the flight has departed. Additionally, non-refundable fares carry penalty fees imposed by the airlines when the trip is changed." If travel order is signed prior to the statement being added, the statement will be added to the travel order and initialed by the requesting/approving official.
- Travel orders will be audited at the Eastern Finance Branch in accordance with the Administrative Payment System Manual, Part 2 - Travel Vouchers.
- Travel voucher should be signed by the traveler prior to giving it to the Authorizing Official.
- The government purchase card should be used for all conference registration fees for TDY Travel in accordance with CTR 301-12-1(a)(i) (see exceptions).

Foreign Payments

Payment Types

US Dollar Checks

What does Finance need to process Treasury Checks?

Vendor Profile Form- Accurate name/address of vendor who will cash the check.

What does Finance need to process Name Only Checks?

Vendor Profile Form- Accurate name/address of vendor who will cash the check.

Mailing information- Where would you like Finance to send the check?

To the Line Office

To the Vendor

(Additional FedEx cost associated with this method)

US Dollar Wires (EFT)

What does Finance need for US Dollar Wires (EFT)?

Payment to a US bank

Vendor Profile Form- Must include

Bank Name

Account Name/Number

ABA#

All banking information must be provided directly from vendor

Payment to a foreign bank

Vendor Profile Form- Additional information must include

Foreign Bank Information

Full Address of Bank

Name on bank account

Account#

Swift Code – similar to US ABA#

US Intermediary Bank (US bank used to transfer funds to the vendor's bank)

Bank name

City/State

ABA#

Foreign Currency Check- Check issued by “Nearest” State Department and submitted to the Embassy closest to the vendor.

What does Finance need to process Foreign Currency Checks?

Vendor Profile Form- Must include

Accurate address/name of vendor

Specific amount and type of foreign currency

Foreign Currency Wire - Sent directly to foreign bank in foreign currency.

What does Finance need for Foreign Currency Wires?

Vendor Profile Form- Must include

Full address of the bank

Name on the bank account

Account #

Swift Code- similar to the US ABA#

Specific amount and type of foreign currency