



United States
Department of
Agriculture

September 13, 2004

Farm and Foreign
Agricultural
Services

TO: All Warehouse Operators approved for Dry, Cooler & or Freezer Storage
under the Processed Commodities Storage Agreement, (PCSA)

Farm Service
Agency

SUBJECT: Certification of Storage Invoices

Kansas City
Commodity Office
P.O. Box 419205
Kansas City,
Missouri
64141-6205

This is a reminder that it is the responsibility of a facility's certifying representative to review all the invoice information thoroughly. Incorrect rates or other computations in error on the invoice must be identified by the certifying representative by disputing the invoice and identifying the error (i.e. incorrect rates).

The invoice certification statement explicitly declares this as follows:

*"The amount above shown is due and owing to the warehouse operator and I hereby claim payment. I hereby certify that **this invoice has been verified in detail by me** or by someone under my direction, which verification has included the careful examination of inventories and storage obligations....."*

If rates or other storage details are incorrect and invoices are disputed, invoices can be easily system adjusted to pay the correct amount due and owing to the warehouse. When errors are not identified by the certifying representative, and the invoice is paid, a time-consuming manual process is required to correct the erroneous payment.

Should you have any questions or concerns, contact Karen Williams at 816-926-2848, or send an e-mail kjwilliams@kcc.usda.gov .

Sincerely,

Nancy J. Heintzelman, Chief
Procurement & Warehouse Branch
Dairy & Domestic Operations Division

