



USAID | WEST BANK/GAZA

October 14, 2005
REF: 2005-WBG-10

TO: All USAID/West Bank and Gaza Contractors, Grantees and Recipients
SUBJECT: Invoice Processing and Payments during November and December 2005

Dear Implementing Partner,

All **Contractors, Grantees and Recipients** are advised that USAID/WBG will be converting its accounting systems commencing November 22, 2005, and concluding December 13, 2005. During this period, no accounting transactions, including payments will be processed.

The USAID Chief Financial Officer (CFO) has waived the Prompt Pay Act provisions during this period in order to process all payments received prior to the conversion period. Accordingly, all **Contractors, Grantees and Recipients** are strongly encouraged to submit payment invoices, including advance requests where appropriate, with payment due dates through December 23, 2005 directly to the USAID/WBG Controller's Office (either by fax - +972-3-511-4888 or by email: wbgvouchers@usaid.gov) no later than November 10, 2005. Submittals made after this date may not be processed until following completion of the accounting systems conversion which is currently projected during mid/late December, 2005.

Sincerely,

Roy Plucknett
Contracting Officer
USAID/West Bank and Gaza