U.S. Department of Justice
Office of the Federal Detention Trustee

# Operational Procedures

| | |
|---|---|
| **OFFICE:** | Budget and Finance Division |
| **DATE:** | September 13, 2005 |
| **SUBJECT:** | Invoice Submission |
| **NUMBER:** | 0001 |

## PURPOSE

The Office of the Federal Detention Trustee (OFDT) Budget and Finance Division has established guidance to staff regarding invoice submission for payment. This guidance will streamline the procedures and ensure consistency throughout OFDT.

## OBJECTIVES

The expected results of this program are:

- Timely filing
- Identify all necessary information that should be submitted with invoices
- Submissions consistent throughout the office
- Missing information will be identified
- Meet audit deadlines

## PROCEDURES

Each month various divisions within OFDT submit invoices for payment to the Procurement and Acquisitions Division for review. The Contracting Officer will forward a complete invoice package for payment to the Budget and Finance Division for processing. Incomplete packages will be returned requesting the required information on a reroute slip (see attachment 1). Requirements for invoice submission and payment processing are:

- Invoices **MUST** be stamped with the OFDT date stamp upon receipt in the office.

- Invoices should be accompanied by a copy of the first page of the contract/purchase order, which contains the contractor's name and address, contract amount, and accounting data.

- Invoices for a particular "good(s)" must be accompanied by a signed receiving report with a clearly noted goods received date.

- Invoices must include specific information for processing.
  - Amount to be paid
  - Invoice number
  - Vendor's name and mailing address
  - Invoice date
  - Date received in OFDT (i.e., date/time stamp)
  - Vendor's TIN .

**QUARTERLY REPORT**

The Financial Management Information System (FMIS) needs to be accurate and up-to-date. As a direct response to meet Finance Staff's accelerated audit deadlines, the Budget and Finance Division performs quarterly analysis on the information maintained in the system to identify any needed corrections.

Each Contracting Officer will need to forward to the Budget and Finance Division, a signed quarterly contract status report. For example, if a particular contract is still active, information on service/product delivery status would be needed. Conversely, if a contract has been fulfilled and is therefore considered "inactive" or "closed", final billing information, as well as, any funds that are not planned for use will need to be provided. The Budget and Finance Division should receive copies of the contract status report no later than the 15th of the last month of every quarter (i.e., December, March, June, and September).

**EFFECTIVE DATE**

September 19, 2005

**DISTRIBUTION**

The Budget and Finance Division will disseminate updates to these procedures, as needed, to the OFDT staff.

David F. Musel
Deputy Federal Detention Trustee
Office of the Federal Detention Trustee

# Invoice Return Data Sheet

**Your invoice package is being returned because it is incomplete. Please include the following information and resubmit the package:**

| | |
|---|---|
| | **Amount to be paid is missing/unclear.** |
| | **Missing invoice number.** |
| | **No vendor name and/or address.** |
| | **Invoice date not included on invoice.** |
| | **Date received in OFDT not on invoice.** |
| | **Vendor's TIN omitted.** |
| | **Copy of contract/invoice data sheet.** |
| | **No receiving report with goods received date.** |

**If you have any questions, please contact Latricia Cameron, Budget Analyst, Budget and Finance Division. Thank you for your cooperation.**

**Returned by:** _____
**(B&F)** **Print Name** **Initials**
**Date**

**Completed by:** _____
**(Contracting)** **Print Name** **Signature** **Date**

U.S. Department of Justice
Office of the Federal Detention Trustee

# Operational Procedures

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|---|---|
| **OFFICE:** | Budget and Finance Division |
| **DATE:** | September 13, 2005 |
| **SUBJECT:** | Invoice Submission |
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## PURPOSE

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## OBJECTIVES

The expected results of this program are:

- Timely filing
- Identify all necessary information that should be submitted with invoices
- Submissions consistent throughout the office
- Missing information will be identified
- Meet audit deadlines

## PROCEDURES

Each month various divisions within OFDT submit invoices for payment to the Procurement and Acquisitions Division for review. The Contracting Officer will forward a complete invoice package for payment to the Budget and Finance Division for processing. Incomplete packages will be returned requesting the require information on a reroute slip (see attachment 1). Requirements for invoice submission and payment processing are:

- Invoices **MUST** be stamped with the OFDT date stamp upon receipt in the office.

- Invoices should be accompanied by ~~either an invoice data sheet (including contract balance and related OFDT accounting information) or~~ a copy of the first page contract/purchase order.

- Invoices for a particular "good(s)" must be accompanied by a signed receiving report with a clearly noted goods received date.

- Invoices must include specific information for processing.
  - Amount to be paid
  - Invoice number
  - Vendor's name and mailing address
  - Invoice date
  - Date received in OFDT (i.e., date/time stamp)
  - Vendor's TIN .

**QUARTERLY REPORT**

The Financial Management Information System (FMIS) needs to be accurate and up-to-date. As a direct response to meet Finance Staff's accelerated audit deadlines, the Budget and Finance Division ~~will begin~~ performing quarterly analysis on the information maintained in the system to identify any needed corrections.

Each Contracting Officer will need to forward to the appropriate Budget Analyst, a signed quarterly contract status report ~~(see example)~~ no later than the 15th of the last month of every quarter (i.e., December, March, June, and September). Example: If a particular contract were still active, we would need information on service/product delivery status. Conversely, if a contract has been fulfilled and is therefore considered "inactive" or "closed", please provide us with any final billing information, as well as, any funds that are not planned for use.")

**EFFECTIVE DATE**

September 19, 2005

**DISTRIBUTION**

The Budget and Finance Division will disseminate updates to these procedures, as needed, to the OFDT staff.

David F. Musel
Deputy Federal Detention Trustee
Office of the Federal Detention Trustee

# Invoice Return Data Sheet

**Your invoice package is being returned because it is incomplete. Please include the following information and resubmit the package:**

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|---|---|
| | **Amount to be paid is missing/unclear.** |
| | **Missing invoice number.** |
| | **No vendor name and/or address.** |
| | **Invoice date not included on invoice.** |
| | **Date received in OFDT not on invoice.** |
| | **Vendor's TIN omitted.** |
| | **Copy of contract/invoice data sheet.** |
| | **No receiving report with goods received date.** |

**If you have any questions, please contact Latricia Cameron, Budget Analyst, Budget and Finance Division. Thank you for your cooperation.**

**Returned by:** _____
**(B&F)** **Print Name** **Initials**
**Date**

**Completed by:** _____
**(Contracting)** **Print Name** **Signature** **Date**

**U. S. Department of Justice**

Office of the Federal Detention Trustee

*Washington, D.C. 20530*

September 7, 2005

To: Office of the Federal Detention Trustee

From: Latricia M. Cameron
Budget Analyst

Thru: Aarlen Hunt
Chief
Budget Planning and Finance Division

Re: Invoice Submission

The Budget and Finance Division, Office of the Federal Detention Trustee, is in the process of establishing and documenting new policies and procedures in various areas of budget and finance. This memorandum addresses changes in the invoice submission process that will be implemented by the release of this memorandum. Currently, there is no standard practice for submitting invoices for payment. In order to streamline these practices for more consistency, we would like to implement the following requirements for invoice submission and payment processing:

- All invoices **MUST** be stamped with the OFDT date stamp upon receipt in the office.
- All invoices should be accompanied by either an invoice data sheet (including contract balance and related OFDT accounting information) or a copy of the contract/purchase order.
- All invoices for a particular "good(s)" must be accompanied by a signed receiving report with a clearly noted goods received date.
- All invoices must include specific information for processing. Missing information will be indicated on a covering "reroute" sheet (see attached) and the package will be *returned* to Contracting Officer. Required information is listed below:

  - Amount to be paid
  - Invoice number
  - Vendor's Name and Mailing Address
  - Invoice Date
  - Date received in OFDT (i.e. date/time stamp)
  - Vendor's TIN

Lastly, in order to meet the Finance Staff's accelerated audit deadlines to get the Financial Management Information System (FMIS) "cleaned up", please provide us with a quarterly contract status report. For example, if a particular contract were still active, we would need

information on service/product delivery status. Conversely, if a contract has been fulfilled and is therefore considered "inactive" or "closed", please provide us with any final billing information, as well as, any funds that are not planned for use. We would like this report signed by the Contracting Officer and submitted no later than the fifteenth of the last month of every quarter (i.e. December, March, June and September).

Thank you for your cooperation and assistance in this matter.

## Invoice Return Data Sheet

Your invoice package is being returned because it is incomplete. Please include the following information and resubmit the package:

| | |
|---|---|
| | Amount to be paid is missing/unclear. |
| | Missing invoice number. |
| | No vendor name and/or address. |
| | Invoice date not included on invoice. |
| | Date received in OFDT not on invoice. |
| | Vendor's TIN omitted. |
| | Copy of contract/invoice data sheet. |
| | No receiving report with goods received date. |

If you have any questions, please contact Latricia Cameron, Budget Analyst, Budget and Finance Division. Thank you for your cooperation.

Returned by: (B&F) _____

Print Name  Initials  Date

Completed by: (Contracting) _____

Print Name  Signature  Date

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