

A large, black, jagged starburst graphic is centered on the page. Inside the starburst, the text "HEADQUARTERS POLICY FLASH" is written in a bold, black, sans-serif font.

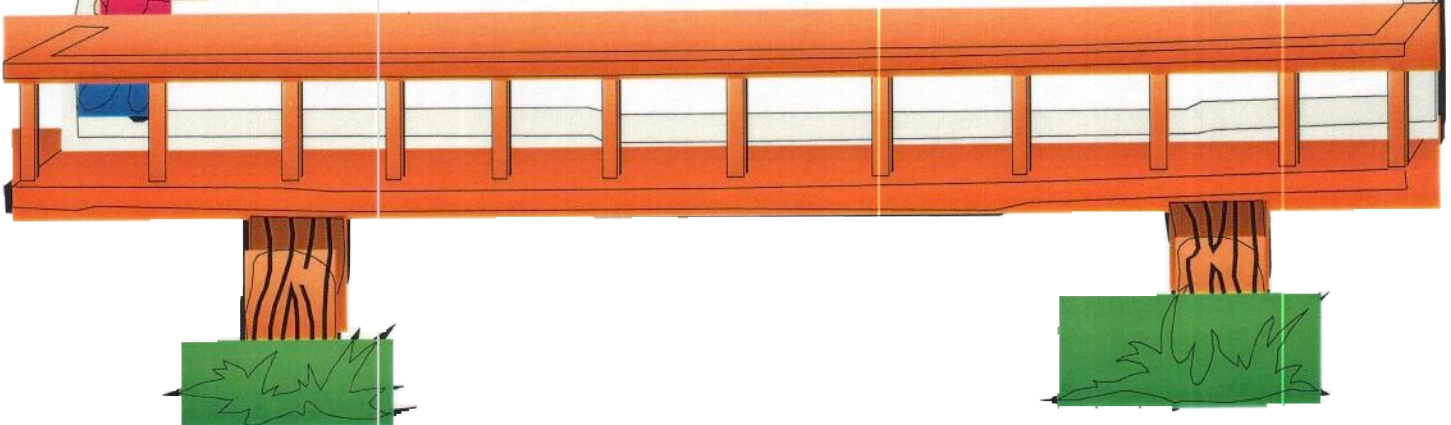
**HEADQUARTERS
POLICY FLASH**

POLICY FLASH 2004-18

DATE: May 28, 2004
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

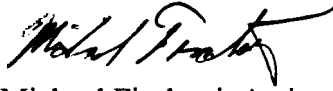
SUBJECT: **Implementing the Business Process Change for Inter-Entity**

SUMMARY: This Policy Flash distributes a memorandum from the Acting Director, Office of Management, Budget and Evaluation/Acting Chief Financial Officer on required actions to implement new accounting policies and procedures for Interoffice Work Orders and Memorandum Purchase Orders, as well as a draft of Chapter 12 of the DOE Accounting Handbook. These documents are for your information and use in working with your financial officers in implementing the new requirements.



POLICY FLASH 2004-18

For additional guidance on the attached memorandum, please contact your local chief financial officer or Dean Olson, Director, Office of Financial Policy, at 202-486-4860.

A handwritten signature in black ink, appearing to read "Michael Fischetti".

Michael Fischetti, Acting Director
Office of Procurement
and Assistance Policy