

APD ALERT

Transition of the Administrative Payments Branch and Processes Back to New Orleans



Purpose

This alert informs acquisition personnel that the National Finance Center (NFC) is resuming some of its operations. Approximately 60 percent of the Controller Operations Division staff is conducting business at NFC.

How does this affect me?

Effective immediately:

1. Send NFC mail to the U. S. Department of Agriculture, National Finance Center, PO BOX 60000, New Orleans, LA 70160-0001.
2. Send faxes to the following FAX numbers:

GVTS and TRVL - 504-426-9741
IAS and PRCH - 504-426-9744
TELE and UTIL - 504-426-9745
3. Send overnight mail to: 13800 Old Gentilly Road
New Orleans, Louisiana 70129.
4. For critical non-travel problems or payment issues, please contact Cheryl Kersey, 301-504-1295 or email at CKersey@ars.usda.gov. Please provide Cheryl with the pertinent information, such as vendor code, amount of payment, type of payment and due date. E-mails to Cheryl should cite the critical nature of the payment and include **CRITICAL PAYMENT** in the subject line of the E-mail.

For questions, please contact Armenda G. Daye on 301-504-1734 or e-mail at:
adaye@ars.usda.gov.

Enclosure

ISSUE DATE: February 2006

APD ALERT NO. 2006-01

NATIONAL FINANCE CENTER

Who to Contact for Assistance

Purchase Order Inquiry

1-800-421-0323 or

504-255-4724

FAX: 504-426-9744

Email: apb.ias@nfc.usda.gov

Monday through Friday, 7:00 a.m. to 3:30 p.m. CST

- **Purchase order and vendor invoice status**
- **IAS Invoices**

Key Personnel: Jane Cosse, Supervisor 504-426-5217
Karen Frederickson, Program Analyst: 504-426-5260
Fay Wilson, Program Analyst: 504-426-5143
Mark Androff, Program Analyst: 504-426-5204

General Inquiry

1-800-421-0323 or

504-255-5370

FAX: 504-426-9745

Monday through Friday, 7:00 a.m. to 3:30 p.m. CST

Email: nfc.misc@nfc.usda.gov

- **Questions about other Administrative Payments (e.g., telephones, utilities, Misc. Pay., Training, etc.)**
- **Requests for general information on payments, processing, and suspense issues**

Key Personnel: Grace Reed, Misc. Pay Section Head: 504-426-5331
Susan Rushon, Supervisor: 504-426-5332
Laurie Roy, Program Analyst: 504-426-5233
Angelique Dyer, Program Analyst: 504-426-5234