

# **SBA**

SOP 20 18 1

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# **On-Line Payment and Collection (OPAC) Administrative Procedures**

Office of the Chief Financial Officer

U.S. Small Business Administration

**SMALL BUSINESS ADMINISTRATION  
STANDARD OPERATING PROCEDURE**  
National

**SUBJECT:  
ON-LINE PAY-  
MENT AND COL-  
LECTION (OPAC)  
ADMINISTRATIVE  
PROCEDURES**

**S.O.P.**

**SECTION:**  
20

**NO:**  
18

**REV:**  
1

**INTRODUCTION**

1. **Purpose:** To provide standard operating procedures for Small Business Administration (SBA) employees who request supplies and/or services from On-line Payment and Collections (OPAC) agencies and for SBA employees who are involved in the maintenance and processing of OPAC documents.
2. **Personnel Concerned:** All SBA officials who have been designated to reconcile obligating documents, authorize and approve purchases, prepare and examine requisitions, and employees responsible for processing and maintaining OPAC documents.
3. **Directives Canceled:** SOP 20 18.
4. **Originator:** Office of Financial Operations, Office of the Chief Financial Officer.

**AUTHORIZED BY:**  
J. Larry Wilson  
Chief Financial Officer

**EFFECTIVE DATE:**  
**1-23-97**

**PAGE:**  
1

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## Chapter 1

### General Overview of On-line Payments and Collections (OPAC)

#### 1. What Is OPAC?

The On-Line Payment and Collection (OPAC) System is an automated intra governmental system used to electronically bill and/or pay for services and supplies. The OPAC system:

- a. Is a component of the Government On-Line Accounting Link System (GOALS);
- b. Electronically transfers funds from one agency to another through the use of the agency location codes (ALC); and
- c. Is only used when both the billing and customer agencies report their monthly receipt and disbursement activity on the SF 224.

#### 2. What Are the Advantages of Using OPAC?

The OPAC system accomplishes the following:

- a. Reduces the paper flow between agencies;
- b. Reduces the use for Treasury checks between agencies;
- c. Improves cash management; and
- d. Establishes Treasury as the reporting agency between billing and billed agencies.

#### 3. What Is an OPAC Agency?

An OPAC agency is a Federal Government agency that provides services or supplies to other Government agencies and meets Treasury's requirements to bill under the OPAC system. These agencies are assigned an eight digit numeric symbol by Treasury. The OPAC billing agency is the initiator of an OPAC transaction and the OPAC customer agency is the recipient of an OPAC transaction.

#### 4. What Supplies and Services Are Provided Through OPAC?

The table below explains the OPAC agencies that the Small Business Administration conducts business with, along with the services they provide.

<b>OPAC Agency</b>	<b>Services Provided</b>
General Services Administration	Building Repair and Alteration, Office Supplies, Furniture, Motorpool Vehicles, Printing and Reproduction, Telephone Service (local and FTS2000, Space Rentals, Training)
Government Printing Office	Printing, Reproduction, Publications
Office of Personnel Management	Employee Training, Investigations
U.S. Postal Service	Mail Usage
Dept. Of Health & Human Services	Employee Assistance Programs, Health Units
Federal Bureau of Investigation	Fingerprinting
Department of Commerce	Statistics on Business Activity
National Institutes of Health	Data Processing Services
Department of Agriculture	Payroll Processing
Department of Labor	Workers Compensation, Unemployed Compensation
Department of Treasury	FMS/AMS Accounting and Technical Services

## Chapter 2

### Field Office Procedures

#### 1. Who Has the Authority to Request Supplies and Services Through OPAC?

The administrative officer, district director, or any person having the authority to certify an SBA Form 2, "Requisition for Supplies, Services and Federal Assistance" (see appendix 2). Usually, the individual who gives procurement approval is also the ordering official.

#### 2. How Are Supplies and Services Requested?

If you are the authorized person determining the need for either services and/or supplies, you need to fill out an SBA Form 2. A requisition number needs to be assigned using the "Guidelines for Obligating OPAC Transactions" (see appendix 3). You will need to include sufficient descriptive information on the requisition so that the billing agency can place this information in the description section of the bill. This will also enable OFO processors to match the bill with the originating requisition when the bill is received. When the OPAC agency receives and completes your request they will prepare a billing statement and forward it to OFO (see appendix 4).

#### 3. Who Is Responsible for Maintaining Records?

The administrative officer is responsible for maintaining his/her office's records, therefore, the administrative officer should institute adequate controls to ensure that all services and/or supplies are received in accordance with their SBA Form 2.

#### 4. How Do I Obligate OPAC Transactions?

When items are requested from the vendor, an estimated or actual cost is quoted. You must set up a commitment or requisition ( RQ document) and an obligation or miscellaneous order ("MO" document) in the Federal Financial System (FFS) after you have ordered goods or services. The numbers used on your MO document are based on a newly established standardized system (see chart below). The same numbers will go through the OPAC system, so that you, the paying office (OFO), and the payee will recognize the same identifying numbers. Here are examples of numbers used for various types of orders commonly made:

<b>Goods/Services</b>	<b>FY</b>	<b>Location</b>	<b>Type</b>	<b>ID Number</b>
GSA Supplies	6	5115	Supply	
GSA Vehicle	6	5115	-----	Tag Number
GPO Printing	6	5115	Print	
GSA RWA	6	5115	R	7890

These numbers are designed to conform to the SBA ten digit document codes used in FFS. Although the first five digits will remain the same for your office, the last five will identify the document as supplies, printing, vehicles, etc. The GSA vehicle number corresponds to the vehicle tag number. When OFO processes the OPAC transaction for payment, the same identifiers will be present, so you should see the numbers you set up as obligations when they appear later on your payment records. For additional information, see appendix 3.

#### **5. How Do I Reconcile OPAC Charges to My Budget Using FFS?**

Below you will find a list of commonly asked questions, and on the right is the name of the table in FFS that contains the answer to the question:

<b>Question</b>	<b>Answer</b>
Where do I find direct disbursement (e.g., OPAC) summary and accounting information?	PVHT/PVLT
Where do I find all payments for one vendor?	VXRF
Where do I find all direct disbursement documents related to a specific obligation?	DXRF
Where do I find all direct disbursement documents related to a budgetary code?	SPDX
How do I identify what an expense was for?	OBLH/OBLL

**6. Is There a Report That I Can Look at to See What OPAC Charges Have Been Made Against My Budget?**

Verification of OPAC charges can also be made by reviewing your RBESPN report (see appendix 5).

**7. How Do I Get Erroneous Charges Corrected?**

Because of the simultaneous billing and collection procedures involving services or supplies, you should promptly notify OFO if your office is being billed for items not requested or received by you. Depending on the OPAC vendor, either you or OFO will contact the representative to discuss whether a credit will be issued or if a chargeback will be initiated by OFO.



## Chapter 3

### OFO Procedures

#### 1. How Does the Examiner Process OPAC Transactions?

The examiner in OFO receives OPAC billings two ways. The first way is using a computer generated report through GOALS (see appendix 6). The second way is using actual paper documentation, TFS Form 7306. The following are steps taken to review, verify, and process OPAC transactions.

- a. An OPAC billing is received and verified that it has been accomplished through GOALS. This is done by way of the GOALS, OPAC, and CASHLINK Systems. The bill is verified for accuracy of date and amount, so that it can be posted in the correct accounting month.
- b. Each page of the bill is then coded with the office location that corresponds with the Billing Office Address Code (BOAC) cited on the bill.
- c. Various tables in the system are scanned to locate the obligation that has been created by the field office. After the obligation number has been located, it will be annotated on the bill.
- d. The bill will be processed by a direct disbursement document (DD).
- e. If the bill is not processed due to the obligation(s) not existing in the system, the bill will be placed on reject status until the obligation is created by the field office or the Office of Field Operations.

#### 2. Who Verifies the Accuracy of OPAC Documents?

The examiner that is processing the OPAC documents verifies the accuracy of the billings. This can be accomplished by:

- a. Inquiring through the GOALS System; or
- b. Reviewing the microfiche submitted to OFO by Treasury.

#### 3. Who Is Responsible for Adjustments and Billings?

When the field office notifies OFO of erroneous billings, it is the responsibility of the examiner preparing OPAC to process the adjustment and billing. This is accomplished by completing the SF 1081 (see appendix 7). This form is also used to bill OPAC vendors for goods and/or services provided by SBA. An adjustment or chargeback must be accomplished within 90 days upon receipt of the bill.

#### 4. Who Is Responsible for Maintaining Records?

The examiner processing OPAC transactions is responsible for maintaining records affecting all OPAC transactions. This is accomplished by:

- a. Receiving and processing bills received;
- b. Verifying the bill is accurate and complete;
- c. Maintaining monthly files of billings received and processed from various OPAC vendors; and
- d. Maintaining monthly files on billings and adjustments made to various OPAC vendors.

#### 5. How Does the Examiner Reconcile OPAC Transactions?

At the end of each month, both the customer and billing agency report the total amount of all bills and adjustments to Treasury on the SF 224. These amounts are entered on an internal "Statement of Differences" where discrepancies are recorded. Below are common types of discrepancies and solutions:

Discrepancy	Solution
Incorrect report bill number.	Process an SV document to correct the month.
Incomplete amount or incorrect office.	Complete processing of bill. Research bill, verify correct office location to be billed, and reprocess bill charging the correct office and crediting the erroneous office billed.

All differences should be corrected before the end of the month or before the accounting period is closed.

### Appendix 1

## Index of General Forms and Definitions

### 1. General Forms

Form Number	Documentation Needed or Supplied on Form
SBA Form 2	Self-explanatory regarding most entries; however, each item in numerical sequence is explained in appendix 2 (paragraph 2-1).
TFS Form 7306	Paid billing statement for OPAC Transactions (paragraph 3-1).
SF 224	A monthly report on disbursements and collections submitted to Treasury by agencies for which Treasury disburses (paragraph 3-5).
SF 1081	Used by the examiner processing OPAC to process the adjustment and billing of erroneous billings (paragraph 3-3).

### 2. Definitions

**Adjustment** - The method prescribed by Treasury under the OPAC system that allows a customer to charge a billing agency to correct an incorrect billing.

**Agency Location Code (ALC)** - An eight digit numeric symbol identifying the agency accounting and/or reporting office with disbursing authority.

**Billing Office Address Code (BOAC)** - A six digit numeric symbol issued by GSA identifying the various SBA field offices to which goods and/or services are requested and received.

**Chargeback** - A type of adjustment allowing for the chargeback - correction of erroneous charge by crediting the full amount charged.

**Government On-Line Accounting Link System (GOALS)** - A Government-wide telecommunications network established to reduce dependence on labor-intensive paper-based processes and to provide an efficient method for account and reporting functions.

**On-Line Payment and Collection (OPAC) System** - An automated intragovernmental system used to electronically bill and/or pay for services or supplies.


**OPAC Billing Agency** - Initiator of an OPAC collection transaction to be paid by the OPAC customer agency.

**OPAC Customer Agency** - Recipient of an OPAC collection from an OPAC billing agency.

**Appendix 2**  
**(paragraph 2-1)**  
**Brief Explanation of SBA Form 2**

- Block 1**      **Date of Requisition** - Insert the date the requisition is prepared.
- Block 2**      **Date Supplies or Services Required** - Provide a specific date or an identified time frame.
- Block 3**      **Requisitioning Office No.** - Assign a number for ease of tracking and control.
- Blocks 4 & 5** **For Information Call and Ext.** - Provide a number for person requesting the supplies or services.
- Block 6**      **Name and Title of Certifying Official** - The signature of the person who had delegated authority to certify that the supplies or services are needed and authorized.
- Block 7**      **Appropriation Code** - Cite the correct code for the supplies or services.
- Block 8**      **Budget Approval** - Verify that funds are available.
- Block 10**     **Consignee and Destination** - The place or person who will certify the receipt, inspection, and acceptance of the supplies or services.
- Block 11**     **Purchase Order No.** - Assign the requisition a purchase order number.
- Block 16**     **Procurement Approval** - The signature of the appropriate official acknowledging receipt of a completed SBA Form 2.
- Block 18**     **Item No.** - Place items in sequential order.
- Block 19**     **Article or Services** - Describe the articles or services requested.
- Block 20**     **Quantity** - Specify the exact number of items requested.
- Block 22**     **Unit Price** - Supply an estimated amount for the article or services requested.
- Block 23**     **Amount** - Provide a multiple of the quantity and the unit price.



<b>REQUISITION for Supplies, Services &amp; Federal Assistance</b>		<b>RESPONSIBILITY:</b> Person executing Block 6 "Authorized Signature" is responsible for: 1. The fact that Article or Service is needed and authorized. 2. That the funds cited in Block 7 "Appropriation Code" are for the purpose authorized by Congress and may be used for the article or service requisitioned. 3. The reasonableness of the date shown in Block 2 "Date Required" and Block 2a "Priority Assigned". 4. That this requisition is completed pursuant to SOP 00-11.		<b>NOTE:</b> In box 19, list parameters of assistance to be announced. assistance, complete boxes 1 - 23 as appropriate.  <i>initials</i>	
		<b>INSTRUCTIONS:</b> For the proper completion of this form, see SOP 00-11.			
1. Date of Requisition <b>4-17-96</b>		2. Date Supplies or Services Required <b>May 1, 1996</b>		3. Requisitioning Office No. <b>SUP-96-013</b>	
4. For Information Call (Name and Title) <b>Curtis Pierce, Supply Clerk</b>		5. Ext. <b>303-844-2434</b>		6. Budget Approval (Initial and Date) <i>initials 5/17</i>	
8. Name and Title of Certifying Official (Signature) <i>[Signature]</i> (Typed) <b>Denise Fey, Fin. Spec.</b>		7. Appropriation Code <b>5115.96.51150.2610</b>		10. Consignee and Destination (Ship To) <b>SBA/Office of Financial Operations P.O. Box 205, 721 19th St. Rm 304 Denver, CO 80201</b>	
9. Suggested Source of Supply <b>GSA Supply, Ft. Worth</b>		11. P. O. Number <b>65115S0013</b>			
<b>For Procurement Office Use Only</b>					
12. Contract No.		13. Time of Delivery		14. Discount Terms	
15. F O B Point		16. Procurement Approval (Initials) <i>TT</i>		17. Gov't. B/L No.	
18. ITEM NO.	19. ARTICLES OR SERVICES	20. QUANTITY	21. UNIT	22. UNIT PRICE	23. AMOUNT
7540-00-577-5830	Standard Form 145	1	HD	10.94	\$10.94
7540-01-333-6239	Standard Form 52	1	HD	1.52	\$1.52
7510-01-357-6829	Telephone Message Pad	6	EA	3.58	\$21.48
7530-01-357-8855	Hanging Folders (legal)	5	BX	7.68	\$38.40
7530-01-364-9498	Hanging Folders (letter)	5	BX	6.65	\$33.25
7520-01-207-4211	Rubber Stamp "Draft"	3	EA	3.58	\$10.74
7530-00-286-6952	Wire Coil Notebook	1	PG	9.87	\$9.87
7045-01-323-6435	5-1/4" Disks	12	BX	4.14	\$49.68
<b>Total:</b>					<b>\$175.88</b>
Justification: Standard Forms 145 and 52 are "Telephone Service Request" and "Request for Personnel Action" forms. Telephone message pads are used in the front office, AAG, and the mail center to log phone messages. Hanging file folders are in demand and the stock of legal folders is low. The rubber stamp is used for marking draft copies for OPO staff reports. Six boxes of 5-1/4" disks are used every 4 months in PAG to update borrower's history, and we currently have no stock of wire coil notebooks which are ideal for note taking.					

SBA FORM 2 (2-90) REF SOP 00 11 Previous Editions Are Obsolete

Federal Recycling Program  Printed on Recycled Paper

### Appendix 3

#### Guidelines for Obligating OPAC Transactions

Field offices will begin to process the requests for goods and services from OPAC agencies as if they were regular purchase orders. When the items are requested, an estimated cost is obtained from the vendor. The field office will then set up an RQ (a commitment document) and a corresponding MO (miscellaneous order) document using common identifiers established agencywide, as the document identification number. This will enable the field office to reconcile OPAC expenses against their budget and OFO processors to update the system via a direct disbursement document when payment information is received.

Obligation for GSA supplies will be processed as a blanket covering the entire fiscal year. When supplies are ordered from GSA, the field office will be supplied with an order number and the cost. The first digit of the document number will represent the fiscal year in which the expenditure is being funded, the next four digits represent the office location, and the letters SUPPLY should be used as the last six characters.

Obligations for GSA vehicles will be processed as a blanket covering the entire fiscal year. Each vehicle is identified by a five digit tag number, which will be used as part of the obligating document number. Each office can estimate the amount needed for the current year by taking into consideration the prior years expense per vehicle.

Obligations for GPO printing will be processed as a blanket covering the entire fiscal year. All printing requests should be coordinated through the Office of Administrative Services. The first digit of the document number will represent the FY in which the expenditure is being funded, the next four digits represent the office location, the letters PRINT should be used as the last five characters.

An obligation number will be assigned by the individual field offices for GSA Reimbursable Work Authorizations, and training.

OFO processors will research the OPAC billing statements and will match them up with the obligation numbers established by the individual field offices. If there is an instance where an office should be charged but no obligation exists, the offices will be notified via the E-Mail Reject Listing. If the office does not respond, allowing 1 week for the administrative officer and a second week for the district director to reply, the Office of Field Operations will be notified to input the obligation. This will ensure compliance with requirements as set forth by the Office of Field Operations as to making the district directors responsible for their respective budgets. This process will enable the field offices, through review of FFS, to easily reconcile their obligations with the expenditures made against them.



## Appendix 3 (cont'd)

TREASURY TFS FORM 7306 OCTOBER 1975 6 TREASURY FRM 5000			STMT PAGE NO. 1
PAID BILLING STATEMENT FOR OPAC TRANSACTIONS			
CUSTOMER AGENCY (OFFICE BILLED)	8-DIGIT STATION	PAYMENT DATE	BILL NO.
SMALL BUSINESS ADMINISTRATION OFF FINANCIAL OPERATIONS P.O. BOX 748 (MAIL CODE 5115) DENVER, CO 80201	73-00-0001	NOV 27 1995 21	K0018739 ✓
THE TOTAL AMOUNT SHOWN BELOW HAS BEEN CHARGED TO YOUR AGENCY STATION SYMBOL ON THE DATE OF PAYMENT INDICATED ABOVE.			
REFERENCE NO.	SERVICES		AMOUNT
SEE ATTACHMENT	PRINTING AND REPRODUCTION SERVICES	\$	12,451.89
			TOTAL BILL \$ 12,451.89
* * * BILLING OFFICE INFORMATION ONLY * * *			
OPAC AGENCY (BILLING OFFICE)	8-DIGIT STATION		
	47-00-0016		
GENERAL SERVICES ADMINISTRATION KANSAS CITY, REGION 6 PO BOX 70679 CHICAGO, IL 60673	CLEARING ACCOUNT 47X4540(216)		
FOR STATEMENT INQUIRIES CALL OPAC REPRESENTATIVE: TELEPHONE FTS (8)816-926-7352			

**Appendix 4  
(paragraph 3-1)  
TFS Form 7306**

TREASURY TFS FORM 7306  
OCTOBER 1975  
G. TREASURY FPM 5000

PAID BILLING STATEMENT FOR OPAC TRANSACTIONS

CUSTOMER AGENCY (OFFICE BILLED)	8 DIGIT STATION	BILL NO
SMALL BUSINESS ADMINISTRATION OFFICE OF FINANCIAL OPERATIONS P O BOX 748 (MAIL CODE 5115) DENVER CO 80201	73 00 0001	692926
		PAYMENT DATE
	MAY	01, 1996

THE TOTAL AMOUNT SHOWN BELOW HAS BEEN CHARGED TO YOUR AGENCY STATION  
SYMBOL ON THE DATE OF PAYMENT INDICATED ABOVE.

REF. NO.	SERVICES	AMOUNT
SCE ATTACHMENT	SUPPLIES	26,124.56

" \* \* BILLING OFFICE INFORMATION ONLY \* \* "

OPAC AGENCY (BILLING OFFICE)	8 DIGIT STATION
CSA, FINANCE DIVISION ACCOUNTS RECEIVABLE BRANCH (6BCR) 1500 EAST BARNISTER ROAD KANSAS CITY, MISSOURI 64131	47 00 0016  CLEARING ACCOUNT 47X4530(116)

FOR STATEMENT INQUIRIES CALL OPAC REPRESENTATIVE //  
TEL. (816) 926 7037

\*\*\*\*\*  
END OF BILL NUMBER 692926 DATED MAY 01, 1996  
\*\*\*\*\*

Appendix 4 (cont'd)

TREASURY TFS FORM 7306  
OCTOBER 1975  
6 TREASURY FRM 5000

STATE PAGE NO. 1

PAID BILLING STATEMENT FOR OPAC TRANSACTIONS

CUSTOMER AGENCY (OFFICE BILLED)	8-DIGIT STATION	PAYMENT DATE	BILL NO.
SMALL BUSINESS ADMINISTRATION OFF FINANCIAL OPERATIONS P.O. BOX 748 (MAIL CODE 5115) DENVER, CO 80201	73-00-0001	APR 22, 1996 24	50018525

THE TOTAL AMOUNT SHOWN BELOW HAS BEEN CHARGED TO YOUR AGENCY STATION SYMBOL ON THE DATE OF PAYMENT INDICATED ABOVE.

REFERENCE NO.	SERVICES	AMOUNT
SEE ATTACHMENT	INFORMATION TECHNOLOGY FUND SERVICES	\$ 301,959.37

RECEIVED  
 28 APR 24 PM 7 01  
 SBA / OFC MAIL CENTER

**DO NOT PAY**  
 OPAC Information Copy

TOTAL BILL \$ 301,959.37

\*\*\* BILLING OFFICE INFORMATION ONLY \*\*\*

OPAC AGENCY (BILLING OFFICE)	8-DIGIT STATION
GENERAL SERVICE ADMINISTRATION REG FIN DIV, ACCTING CNTRL BR (78CA) POST OFFICE BOX 17068 FORT WORTH, TX 76102	47-00-0017
	CLEARING ACCOUNT 47X4548(267)

FOR STATEMENT INQUIRIES CALL OPAC REPRESENTATIVE: TELEPHONE 817-334-8721

FOR INQUIRIES BY ELECTRONIC MAIL, CONTACT US VIA INTERNET AT: r7billing.finance@gsa.gov

**Appendix 4 (cont'd)**

TREASURY TPS FORM 7306  
 OCTOBER 1975  
 6 TREASURY FRM 5000

## PAID BILLING STATEMENT FOR OPAC TRANSACTIONS

CUSTOMER AGENCY (OFFICE BUILDING)	8-DIGIT STATION	BILL NO.:
SMALL BUSINESS ADMINISTRATION	73-00-0001	J0702891
OFF FINANCIAL OPERATIONS		
P.O. BOX 748 (MAIL CODE 5115)		PAYMENT DATE
DENVER CO 80201		MAY 22, 1996

THE TOTAL AMOUNT SHOWN BELOW HAS BEEN CHARGED TO YOUR AGENCY STATION  
 SYMBOL ON THE DATE OF PAYMENT INDICATED ABOVE

REF. NO.	SERVICES	AMOUNT
SEE ATTACHMENT	TELEPHONE SERVICES	219,155.38

TOTAL 219,155.38

\* \* \* BILLING OFFICE INFORMATION ONLY \* \* \*

OPAC AGENCY (BILLING OFFICE)	8-DIGIT STATION
GENERAL SERVICE ADMINISTRATION	47-00-0017
REG FIN DIV, ACCTING CNTRL BR (7BCA)	
POST OFFICE BOX 17068	
FORT WORTH TX 76102	

FOR STATEMENT INQUIRIES CALL OPAC REPRESENTATIVE  
 817-334-3412

**Appendix 4 (cont'd)**

RECEIVED  
'96 MAY 14 AM 7 07  
SBA/OFO MAIL CENTER

TREASURY TPS FORM 7306  
OCTOBER 1975  
6 TREASURY FRM 5000

## PAID BILLING STATEMENT FOR OPAC TRANSACTIONS

CUSTOMER AGENCY (OFFICE BUILDING)	8-DIGIT STATION	BILL NO.:
SMALL BUSINESS ADMINISTRATION OFF FINANCIAL OPERATIONS P.O. BOX 748 (MAIL CODE 5115) DENVER CO 80201	73-00-0001	61240142
	PAYMENT DATE	
	MAY 03, 1996	

THE TOTAL AMOUNT SHOWN BELOW HAS BEEN CHARGED TO YOUR AGENCY STATION SYMBOL ON THE DATE OF PAYMENT INDICATED ABOVE

REF. NO.	SERVICES	AMOUNT
SEE ATTACHED	REIMBURSABLE WORK AUTHORIZATION	74,570.88

TOTAL 74,570.88

\* \* \* BILLING OFFICE INFORMATION ONLY \* \* \*

OPAC AGENCY (BILLING OFFICE)	8-DIGIT ALC
GENERAL SERVICE ADMINISTRATION OAD, FINANCE DIVISION 819 TAYLOR STREET FORT WORTH TEXAS 76102	47-00-0017  CLEARING ACCOUNT 47X4542(187)

FOR STATEMENT INQUIRIES CALL OPAC REPRESENTATIVE  
TEL. (817) 334-3412  
INTERNET ADDRESS : r7billing.finance@gsa.gov

**Appendix 4 (cont'd)**

TREASURY TPS FORM 7306  
 OCTOBER 1975  
 6 TREASURY FRM 5000

PAID BILLING STATEMENT FOR OPAC TRANSACTIONS

CUSTOMER AGENCY (OFFICE BUILDING)	AGENCY LOCATION CODE	BILL NO.:
SMALL BUSINESS ADMINISTRATION	73-00-0001	61240142
OFFICE OF FINANCIAL OPERATIONS		
P.O. BOX 748, MAIL CODE 5115		PAYMENT DATE
DENVER CO 80201		APRIL 20, 1996

THE TOTAL AMOUNT SHOWN BELOW HAS BEEN CHARGED TO YOUR AGENCY STATION SYMBOL ON THE DATE OF PAYMENT INDICATED ABOVE

ORDER NO.	SERVICES	AMOUNT
802501	SEE ATTACHED INVOICES	25,871.00
802525	SEE ATTACHED INVOICES	130.00
902559	SEE ATTACHED INVOICES	318.00
802563	SEE ATTACHED INVOICES	482.00
802569	SEE ATTACHED INVOICES	286.00
802575	SEE ATTACHED INVOICES	1,076.00
802592	SEE ATTACHED INVOICES	111.00
802598	SEE ATTACHED INVOICES	216.00

REC-1007  
 100 APR 20 1996  
 SBA / 019 - 001-001-001

SBA 9604260241 OFO  
 FEDERAL RESERVE BANK OF DENVER  
 SBA 9604260241 OFO

TOTAL 28,490.00

\* \* \* BILLING OFFICE INFORMATION ONLY \* \* \*

SIBAC AGENCY (BILLING OFFICE)	AGENCY LOCATION CODE
U.S. GOVERNMENT PRINTING OFFICE	04-00-0001
FINANCIAL MANAGEMENT SERVICE	
BILLING & COLLECTION BRANCH (STOP FMC)	CLEARING ACCOUNT SYMBOL
NORTH CAPITOL & H STREETS, NW.	04X4505(02)
WASHINGTON D. C. 20401	

FOR STATEMENT INQUIRIES CALL SIBAC REPRESENTATIVE:  
 TEL. FTS (8) 202 512-0870




Appendix 4 (cont'd)

~~UNITED STATES POSTAL SERVICE~~ STATEMENT PAGE 1

Please Send Payments to:  
 DISBURSING OFFICER - USPS - OMAS  
 MPLS INFO SVC CENTER  
 P O BOX 11666  
 FORT SNELLING MN 55111-0666

Please send any correspondence to:  
 ATTN: JEFF W WEBER  
 FINANCE BRANCH - USPS  
 1 FEDERAL DRIVE  
 FORT SNELLING MN 55111-9610

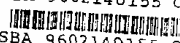
TO   
 SMALL BUSINESS ADMINISTRATION  
 OFFICE OF FINANCIAL OPERATION  
 P O BOX 748 (MAIL CODE 5115)  
 DENVER, CO 80202-0748

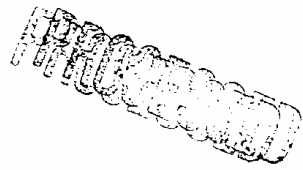
STATEMENT DATE: 02-FEB-96

CUSTOMER NO: 73000001-P198

AMOUNT REMITTED \_\_\_\_\_

INVOICE NO	TRANSACTION DATE	TRANSACTION	DUE DATE	REFERENCE	TRANSACTION AMOUNT	AMOUNT DUE
13180	01-Jan-96	Invoice	01-Jan-96		408,392.00	
13180	02-Jan-96	Payment		AUTOMATIC CPAC PAYMENT: 1127	(408,392.00)	0.00
13181	01-Feb-96	Invoice	01-Feb-96		408,392.00	
13181	02-Feb-96	Payment		AUTOMATIC CPAC PAYMENT: 1501	(408,392.00)	0.00

SBA 9602140155 OFO  
  
 SBA 9602140155 OFO



Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	FINANCE CHARGES	TOTAL AMOUNT DUE
0.00	0.00	0.00	0.00	0.00	0.00	USD 0.00
PAST DUE						

Fast due items are subject to Finance CHARGE of \_\_\_\_\_ per month which is an ANNUAL RATE of \_\_\_\_\_  
 FOR STATEMENT INQUIRIES CONTACT OMAS REPRESENTATIVE  
 JEFF W WEBER TEL: (612) 725-1590



### Appendix 4 (cont'd)

TREASURY TPS FORM 7306  
OCTOBER 1975  
ITFRM 6-5000

PAID BILLING STATEMENT FOR OPAC TRANSACTIONS

CUSTOMER AGENCY (OFFICE BUILDING)	8-DIGIT ALC	BILL NO.:
SMALL BUSINESS ADMINISTRATION	73-00-0001	6S1335
OFFICE OF COMPTROLLER		
OFFICE OF ACCOUNTING OPERATIONS		
1441 L STREET, NW, ROOM 426		PAYMENT DATE
WASHINGTON, DC 20416		MAY 22, 1996

THE TOTAL AMOUNT SHOWN BELOW HAS BEEN CHARGED TO YOUR AGENCY STATION SYMBOL ON THE DATE OF PAYMENT INDICATED ABOVE

REF. NO.	SERVICES	AMOUNT
SEE ATTACHMENT FE0H960939	FE0H SERVICES FOR FY 1996	81,026.00
	TOTAL	81,026.00

SBA 9605310174 OFO  
SBA 9605310174 OFO

\* \* \* BILLING OFFICE INFORMATION ONLY \* \* \*  
PLEASE PROVIDE A COPY TO YOUR SF224 PREPARER

OPAC AGENCY (BILLING OFFICE)	8-DIGIT ALC
DEPT. OF HEALTH & HUMAN SERVICES	75-03-0030
ACCOUNTING AND FINANCE SECTION	
5600 FISHERS LANE	CLEARING ACCOUNT
PARKLAWN BLDG, ROOM 16-36	75X4552(211)
ROCKVILLE, MARYLAND 20857	

FOR STATEMENT INQUIRIES CALL OPAC REPRESENTATIVE  
TEL. (301) 443-1465 FTS 443-1465

Appendix 4 (cont'd)

Treasury TWS Form 7306  
 May 1989  
 1 TFRM 6-5000

\*\* NOTE \*\*\* NOTE \*\*  
 Documentation For OPAC Billing Only  
 Do Not Make Cash Payment

PAID BILLING STATEMENT FOR OPAC TRANSACTIONS

=====

CUSTOMER agency (office billed)	8 digit agency location	Bill No.
SBA/DENVER CO	code 73000001	96-74-01385-pr-0
OFC OF FIN OP		
PO BOX 748 (5110)		
DENVER CO 80201		


SHIPPED  
 TO: SEA/SHIP TO  
 FFI  
 3150 HORTON RD  
 FT WORTH TX 76119  
 USA..

Customer Order: 7500595

=====

The total amount shown below has been charged to your agency station symbol. Date of Payment: 05/31/96  
 MAY

ORDER NO.	ITEM/DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
671110040				
1	BKP5000	2,500.00	0.98	2,450.00
	MP-32,32,BLK,60#WHT		GBL: hd	

SBA 9606030320 OFO  
  
 SBA 9606030320 OFO

RECEIVED  
 96 JUL 6 AM 7 12  
 SBA / OFO MAIL CENTER

Thank you for doing business with UNICOR, Fort Worth!  
 If you have any questions concerning this invoice, contact  
 C.J. Bowie at (817)535-2111 Ext 352 or FTS 738-4352.

=====

<i>J. Bowie</i>	TOTAL	2,450.00
-----------------	-------	----------

\*\*\* BILLING OFFICE INFORMATION ONLY \*\*\*

Inquiries concerning any adjustment of the above charge should be discussed with OPAC representative. TEL. 817-535-2111 FTS	OPAC agency (billing office) Federal Prison Industries, Inc. P.O. Box 371736 Pittsburgh, PA 15251-7736	8-digit agency location code 15-08-1104 Clearing symbol 15x4500.060
---	---	---

## Appendix 5 (paragraph 2-6) Budget Spending Document Summary Report

REPORT ID: RBESPN  
RUN DATE: 08/04/95

\*\*\* SMALL BUSINESS ADMINISTRATION \*\*\*  
BUDGET SPENDING  
DOCUMENT SUMMARY REPORT  
FOR ACCOUNTING PERIOD 10/95

PAGE: 7099  
TIME: 03:54

FUND : 96 0100  
DIVISION: 8000 CENTRAL OFFICE

ORGANIZATION: 5115 OFF OF FINANCIAL OPERATIONS  
PROGRAM : LOANMAKE ALLOT LEVEL DISASTER LOAN MAKE

BUDGET BOC: OTHER OTHER BOC ROLL UP

TRANSACTION BOC: 2570 OTHER CONTRACTUAL SERVICES

DOCUMENT	LINE	VENDOR NAME	VENDOR CODE	OBLIGATED AMOUNT	EXPEND/ACCRUED AMT	BATCH
OBLIGATIONS						
NO 661182046		UNITED AIRLINES CARGO	82446	600.00	0.00	
NO 661182047		AMERICAN AIRLINES CARGO	89736	500.00	0.00	
NO 551182048		CONTINENTAL AIRLINES IN	50636	500.00	0.00	
NO 661182049		DELTA AIR LINES INC	60740	600.00	0.00	
NO 661182118		OFFICIAL AIRLINE GUIDES	61779	204.16	355.84	
NO 551182192		FEDERAL SOFTWARE INC	68278	288.80	2,768.60	
TOTAL OBLIGATIONS:				2,470.66	4,114.34	
<b>TRANS BOC 2570 TOTALS:</b>						
TOTAL COMMITMENTS :				0.00		
TOTAL OBLIGATIONS :				2,470.66		
TOTAL ACCRUALS :				0.00		
TOTAL EXPENDITURES:				4,114.34		

**Appendix 6**  
**(paragraph 1-1a)**  
**GOALS Computer Generated Report**

This mail item was created by an automated process.  
 See attached enclosure(s).

----

CALLCDSN

1

COM

//X

NET 078106

PLEASE SIGN ON--YCK507,FMSXCLWG

GOALS      ON AT 10:07      06/11/96

Welcome to the Financial Management Service's  
 Government On-line Accounting Link System (GOALS)

Your budget for *THIS* month is 1250.00

The ESTIMATED month-to-date usage (does NOT include file storage) is \$291.00

The ACTUAL fiscal year-to-date usage thru APRIL, 1996 is \$7800.71

Your system usage for APRIL, 1996 was \$1252.96

\*\*\*\*\* IMPORTANT MESSAGE \*\*\*\*\*

ATTN SF-133/143 USERS: PLEASE BEGIN REGISTERING FOR THE "REVISED SF-133 TRAINING". ONE DAY SESSIONS HELD JULY 1,2,3 THRU 25, 1996. THERE WILL BE NO TRAINING ON FRIDAYS. CALL GOALS MARKETING AT (202)874-8270.

SEE SYSTEM MESSAGES FOR INFORMATION ON: SOD, UND AND SF-133.

ANY AGENCY ENCOUNTERING LINE NOISE PROBLEMS FOR THE PAST FEW MONTHS PLEASE FAX (202) 874-6170 TO GOALS MKTG., NAME, AGENCY, CITY, PHONE # DATE LINE PHONE #, DATE AND TIME ON AND OFF SYSTEM, ALSO INDICATE WHETHER YOU ARE USING A MODEM POOL.

=====

THE PHILADELPHIA FINANCIAL CENTER ISSUED MANAGEMENT LETTER NO. 96-01 ON JUNE 6, 1996, ABOUT PFC'S ELECTRONIC CERTIFICATION SYSTEM (ECS) WINDOWS. PLEASE CALL 215-516-8000 IF YOU DID NOT RECEIVE THIS IMPORTANT INFORMATION.

## Appendix 6 (cont'd)

Page No. 1 New OPAC Transactions Since Last Download

SMALL BUSINESS ADMINISTRATION  
OFFICE OF FINANCIAL OPERATIONS  
DENVER, COLORADO

BILLING AGENCY PHONE NUMBER ACCTG DATE	ALC SYMBOL DOCUMENT ACCPY DATE	AMOUNT CR	COMMENT
DEPARTMENT OF AGRICULTURE 06/30/96	12-40-0001 NFC27 27637401 06/10/96	-88020.22	(A10692) BILLING FOR CENTRAL SUPPLY FORMS AGENCY OCT-APR 96 AGREEMENT # 98NB9610011-533396533306.533 0166 ADD'L INFO CONTACT: GLORIA YOUNG 202-720-1306
DEPARTMENT OF AGRICULTURE 06/30/96	12-40-0001 NFC27 27637402 06/10/96	-1250.00	(A10693) BILLING FOR CENTRAL SUPPLY FORMS AD & SF OCT-APR FY96 AGREEMENT # 98NB9610011-533396533306.533 0166 ADD'L INFO CONTACT: GLORIA YOUNG 202-720-1306
DEPARTMENT OF AGRICULTURE 06/30/96	12-40-0001 NFC27 27637403 06/10/96	-206571.00	(A10693) BILLING FOR CENTRAL SUPPLY FORMS AGENCY AGREEMENT #98NB950011 ADD'L INFO CONTACT: BILL KING 202-720-1885
DEPARTMENT OF AGRICULTURE 06/30/96	12-40-0001 NFC27 27637404 06/10/96	-2843.00	(A10693) BILLING FOR CENTRAL SUPPLY FORMS AD & SF AGREEMENT # 98NB950011 ADD'L INFO CONTACT: BILL KING 202-720-1885
DEPARTMENT OF HEALTH & HUMAN S 06/30/96	75-08-0031 NIH 00SR1726 06/10/96	-2031.78	Support documentation to follow.
*** Total ***		-300716.00	

## Appendix 7 (paragraph 3-3) Voucher and Schedule of Withdrawals and Credits

STANDARD FORM 1081  
Revised September 1982  
Department of the Treasury  
ITFRM 2-2500

### VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS

CHARGE AND CREDIT WILL BE REPORTED ON CUSTOMER AGENCY STATEMENT OF TRANSACTIONS FOR ACCOUNTING PERIOD ENDING _____		Transaction Date _____	
		Document No. _____	
CUSTOMER AGENCY		BILLING AGENCY	
Agency Location Code (ALC) _____	Customer Agency Voucher No. _____	Agency Location Code (ALC) _____	Billing Agency Voucher No. _____
DEPARTMENT BUREAU ADDRESS		DEPARTMENT BUREAU ADDRESS	
SUMMARY		SUMMARY	
APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT	APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT
(MUST AGREE WITH BILLING AGENCY TOTAL)	TOTAL	(MUST AGREE WITH CUSTOMER AGENCY TOTAL)	TOTAL

Details of charges or reference to attached supporting documents

BILLING AGENCY CONTACT:  
PREPARED BY \_\_\_\_\_  
APPROVED BY \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_

#### CERTIFICATION OF CUSTOMER OFFICE

I certify that the items listed herein are correct and proper for payment from and to the appropriation(s) designated.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorized administrator or certifying officer)

\_\_\_\_\_  
(Telephone No.)

NSN 7540-00-634-4234  
PREVIOUS EDITION NOT USABLE

Original - Forward To Customer For Payment

1081-108