FORWARDING ACCOUNTS PAYABLE INVOICES

to the

BUREAU OF THE PUBLIC DEBT

During the conversation process it is very common, even after you have contacted your vendors to send all invoices to BPD, that they will continue to send them to your agency location. You may mail them to BPD or fax them to BPD, whatever is convenient for your agency. The number of invoices may also determine the frequency of when to send to BPD. Sending them weekly may be sufficient. Please allow BPD time to pay them in accordance with Prompt Pay. When you receive accounts payable invoices please do the following:

- Continue to date stamp them in your office.
- Fill out the Invoice Approval Form completely. The invoice approver designated on the Purchase Order should sign the form. Some key required fields to fill out if the invoice is going to reference an obligation is the following:

    - Vendor Name
    - Invoice Number
    - Obligation # and line number
    - Amount approved
    - Amount rejected (if applicable)
    - Reason for rejection (if applicable
    - Date goods/services received
    - Accepted date
    - COTR/POC signature

- If the invoice does not reference an obligation you must also fill out the Accounting String Line.
- List the invoices on the Accounting Operations Branch Transmittal Form.
- Fax or mail to the Accounting Operations Branch. The fax and mailing address are on the Accounting Operations Branch Transmittal Form.