

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: CHIEF FINANCIAL OFFICERS

DATE: Amended- Dec. 18, 2006

FROM: WAYNE T. HANNON
ASSOCIATE CONTROLLER - OPERATIONS

SUBJECT: DOCUMENT DISTRIBUTION PROCESS - RI/FANS
AMENDED -CFO 07-03 - (AMENDED CFO 06-27)

Below is the procedure we have composed to process RI/FANS documents:

AGENCY DOCUMENT DISTRIBUTION PROCESS

1. Agency Initiator creates payment document.
2. Authorized Agent approves document.
3. Document separator sheet must be printed (*see page two for instructions on printing separator sheet*) for all approved documents and attached to each series of documentation as the first page of the back up.
4. All approved documents must be separated by: Invoices over \$5,000.00 and invoices under \$5,000.00 - with separator sheets in place.
5. Forward all documents to Accounts and Control (one package containing documents \$5000.00 or less - and one package containing documents over \$5000.00. **(NOTE: Accounts and Control must receive all hard copies of documentation from agencies within five (5) business days from the final approval date (the final approval date is defined as the last endorsement recorded just prior to sending electronic file to Accounts and Control).**

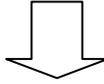
It is imperative that Accounts and Control receive all documentation on a timely basis. Unfortunately, if documentation is not received within the five (5) business days, the agency CFO will be notified via email that, effective three (3) business days from the date of the email, the agency will be shut off from all future purchases -(unless the documentation is received by Accounts and Control before the three-day period ends). While unforeseen circumstances may occur, it is very important for the CFO of each agency to resolve the missing documentation within this 3 day period. **If an agency has emergency issues that will impact its ability to meet the deadline, please contact Nancy Sousa at 222-2274.**

Thank you for your cooperation.

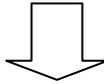
PRINTING THE SEPARATOR SHEET:

From the NAVIGATOR - hit the following::

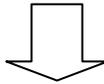
OTHER



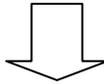
REQUEST



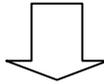
RUN



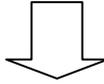
SINGLE REQUEST



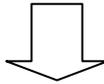
"NAME"=RI_AP_INVOICE SEPARATOR



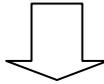
INPUT "PARAMETERS"



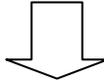
OK



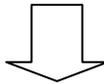
SUBMIT



REFRESH UNTIL "PHASE" IS COMPLETE + "STATUS" IS NORMAL



VIEW OUTPUT



PRINT DOCUMENT