

Paragraph Page

TABLE OF CONTENTS

CHAPTER 1. POLICY AND DEFINITIONS

1-1	Purpose	1-1
1-2	Authority	1-1
1-3	Applicability	1-1
1-4	Definitions	1-1
1-5	Policy	1-4

CHAPTER 2. SCOPE AND PROCEDURES

2-1	Scope	2-1
2-2	Procedures	2-3
2-3	Records	2-6
2-4	Reports	2-7

CHAPTER 3. RESPONSIBILITIES

3-1	HUD component organizations and required actions	3-1
	A. The Procuring Office	3-1
	B. The Receiving Office	3-3
	C. The Accounting Office	3-3
	D. The Billing Office	3-4
	E. The Designated Approving Office	3-5
	F. The Office of the Inspector General (OIG)	3-7
	G. Administrative Considerations	3-7

Appendices

1. Timetable for General Programs Division (Headquarters)
Invoices/Vouchers
2. Timetable for Processing Regional Accounting Division (RAD)
Invoices/Vouchers
3. Timetable for Processing Field Office Vouchers by Financial Control
and Accounting Division
4. Timetable for Government National Mortgage Association (GNMA)
Invoices/Vouchers

Forms Required by Handbook

1. Form HUD-27045, Invoice Approval for Contract/Purchase Order and
Training