

TIMETABLE FOR PROCESSING HEADQUARTERS INVOICES/VOUCHERS

All invoices will be sent to one central location at the following address:

** Department of Housing and Urban Development
Cash and Credit Management Division
P.O. Box 44371
Washington, DC 20036-4347 **

(NOTE: FHA invoices should be sent to the address cited in Appendix 3.)

Day 1 - OFA time stamps and dates all invoices. All invoices are reviewed to determine if they meet the requirements for a proper invoice. Improper invoices are returned to the contractor.

Day 3 - Invoice(s) with the Form HUD-27045 are sent to the approving official no later than this date.

Day 7 - OFA returns to the contractor by this date all improper invoices which it has detected in its initial review (and any which have been returned prior to this date by the designated approving office). If an improper invoice is subsequently returned by the designated approving office (which ordinarily has until days 11-13 to complete its review, see below), the due date for any corrected or replacement invoice will be adjusted accordingly.

Also, the deadline for notifying the contractor if there is a problem with the invoice. The notification to the contractor stops the 30-day clock. OFA will restart the 30-day clock and pay the invoice once the problem has been resolved. (some contracts specify a longer acceptance period; the processing time will be adjusted accordingly.)

Day 11 - The normal deadline date for all approved invoices 13 to be returned to OFA with the Form HUD-27045 attached. Discount invoices are due 5 days after transmittal by OFA; all other invoices are due 10 days after transmittal by OFA.

Day 23 - OFA certifies payment and sends payment tape to Treasury to prepare the checks. The checks will be dated no more than 7 days (days 23-30) prior to day 30.

Day 30 - The payment date - the date on which the check or wire transfer for payment is dated, which should correspond to the due date.