

TIMETABLE FOR GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA)
INVOICES/VOUCHERS

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

Government National Mortgage Association
Office of the Controller
HUD Building, Room 6226
451 Seventh Street, SW
Washington, DC 20410

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

there is a
the
Day 7 - The deadline date for notifying the contractor if there is a problem with the invoice. The notification to the contractor stops the 30-day clock. GNMA, Office of the Controller, will restart the 30-day clock and pay the invoice once a proper invoice is resubmitted by the contractor.

returned
Day 10 - The deadline date for all approved invoices to be returned to the payment office.

the
Day 13 - Invoice(s) proper for payment should be received in the payment offices.

sends
The
will be
30.
Day 23 - GNMA, Office of the Controller, certifies payment and disbursement voucher to the treasurer's office, GNMA. The treasurer's office prepares the checks. The checks dated no more than 5 days (days 26-30) 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 which is 30 calendar days after HUD receives
the invoices or accepts the goods or services, whichever
is later.

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