
TIMETABLE FOR PROCESSING FIELD OFFICE VOUCHERS BY
THE CASH AND CREDIT MANAGEMENT DIVISION

- Day 1 - All invoices will be time stamped and dated upon receipt at the Field Office of other designated billing office, e.g., AMB's Invoices will be reviewed to determine if they meet the requirements for a proper invoice. Improper invoices will be returned.
- Day 3 - Invoice(s) should be sent to the approving official no later than this date.
- Day 7 - The "deadline" date for the designated billing or approving office to notify the contractor of an improper invoice. The disapproval and notice requires the contractor to submit a corrected invoice which restarts the 30-day clock.
- Day 10 - The "deadline" date for the designated approving office to complete processing and forward the receiving report and the approved and certified invoice to the accounting office, at the following address:
- ** Department of Housing and Urban Development
Loan and Grant Payment Section
P.O. Box 23290
Washington, DC 20026-3290 **
- Any approved invoice that is not processed by this date should be stamped "Expedite" and must be handled separately.
- Day 23 - OFA certifies payment and sends payment tape to Treasury.
- Day 25 - Treasury prepares the checks. The checks will be dated no more than 5 days (days 23-30) prior to the due date.
- Day 30 - The payment date - the date on which the check or wire transfer for payment is dated.