

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

- Day 1 - GNMA, Office of the Controller, 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 Form HUD-27045 should be sent to the approving official no later than this date.
- 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.
- Day 10 - The deadline date for all approved invoices to be returned to the payment office.
- Day 13 - Invoice(s) proper for payment should be received in the payment office.
- Day 23 - GNMA, Office of the Controller, certifies payment and sends disbursement voucher to treasurer's office, GNMA. The treasurer's office prepares the checks. The checks will be dated no more than 7 days (days 23-30) prior to the 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.