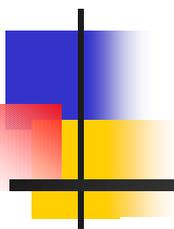


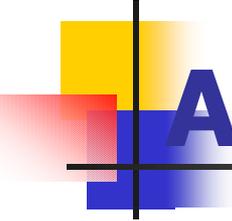
DEPARTMENT OF STATE



**ACCOUNTS RECEIVABLE
DIVISION**

&

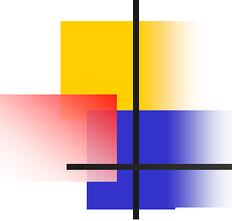
**INTERFACE CONTROL
BRANCH**



Responsibilities of Accounts Receivable Division (ARD)

Collect all outstanding funds for:

- ICASS
- Foreign Service Institute Services
- Interpreter/Translator Services



1605 Documents

- ARD receives 1605 Documents with attached documents from Budget and Planning Office.
- Attachments with Fiscal Data for contract between DOS and Contracting Agency included.

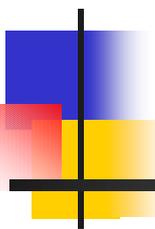
Billing Documents Generated

- For FY 2003 - A total of 5,000 Billings at approximately 5.25 Billion dollars.
- Numerous billings revised and funds returned to agencies because of changes in contract.

Roles and Responsibilities

- Point of contact between DOS and service requesting Agency clearly established.
- Estimates for services and cost of services are in effect at signing.
- At the point of contract signing, information provided should include instructions for collecting funds correctly, i.e. **information needed for proper accounting at your agency.**

Essential Information Required on Contract

- 
- The entire fiscal data strip the paying agency requires to authorize payment.
 - The correct address of station/office charged with paying cost.
 - Correct ALC (Agency Location Code).
 - Commercial phone number for point of contact of paying office.

Payment and Collection Process

The Accounts Receivable Division receives DS 1605 and formulates a SF-1080 or SF-1081.

- SF -1080 (Agencies with no IPAC capabilities)
- SF - 1081(IPAC collection)

IPAC

- IPAC will be performed by the Department of State for all funds owed.
 - Therefore, correct Agency Location Codes are essential.
-

SF-1080 Documents

Check payments must be forwarded to:

Department of State

P.O. Box 952095

St. Louis, MO. 63195-2095

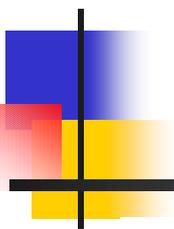
Billing Documents

- Billing documents are mailed to the address given by the contracting official.
- Billings are mailed two days before IPAC.
- Notice of collection or payment instructions are SF-1080/1081 document.

Interface Control Branch

- ICB download IPAC transactions report and input data into Central Financial Management System (CFMS).
- DOS fund cite should be provided in space for obligating document number or in the transaction description.
- Contact name and number should be provided on document for any problems with posting.

Department of State Future Enhancements



Once the Budget and Planning office receives completed DS-1605 our payment and collection system will automatically update and notification could be sent by email, high speed fax, scanning, etc. as options.

This would end the process of mailing documents