



United States Department of the Interior
OFFICE OF THE ASSISTANT SECRETARY - INDIAN AFFAIRS

Washington, D.C. 20240



National Policy Memorandum

Assistant Secretary - Indian Affairs
Deputy Assistant Secretary – Management

Effective: JUL 1 1 2014

Expires: JUL 1 1 2015

Number: NPM-FIN-05

Title: Accounts Payable 2-Way Match

1. Purpose

This memorandum establishes the requirements for the processing of payments at the Bureau of Indian Affairs (BIA) in the Financial and Business Management System (FBMS) for the following:

- Invoices paid via a Miscellaneous Purchase Order
- Converted Contracts with open funding lines
- Payments not referencing a Purchase Order

2. Scope

This policy applies to all Indian Affairs (IA) headquarters, field and program staff under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including the BIA and the Bureau of Indian Education (BIE).

3. Policy

It is the policy of IA to comply with federal regulations and policy and direction from the Department of the Interior (DOI) and the Office of Management and Budget (OMB) to ensure adequate internal controls and reviews are established and implemented. IA has implemented these procedures to ensure proper internal controls in compliance with Departmental guidance and OMB Circular A-123.

4. Procedures

The vendor or program submits a proper invoice to the designated payment office. The designated payment office scans and emails the invoice to the program office for review and approval. The approving official approves the invoice by way of signature and creates a receiving report. The approved invoice and receiving report are sent to the designated payment

Release # 13-56

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office for processing. The program office/payment office has joint responsibility for ensuring the payment is made per the Prompt Pay Act. The AP Tech also resolves issues during the audit conducted by the DAS-M Fiscal Service Treasury Certifying officer.

FBMS Work Step Instructions (WSI) and related training materials are updated regularly to reflect software and process enhancements. The most current WSI can be accessed by logging into the FBMS/PMO Portal

here: https://www.fbms.doi.net/irj/portal/anonymous?guest_user=Anon_DOI

5. Authorities

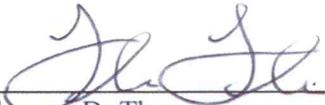
A. Statues and Regulations:

- 1) Federal Acquisition Regulation
(FAR): <http://www.acquisition.gov/far/html/FARTOCP07.html>
- 2) DOI Departmental Manual: <http://elips.doi.gov/elips/0/fol/1338/Row1.aspx>
- 3) General Services Administration Acquisition Regulation
(GSAR): <http://www.acquisition.gov/gsam/current/html/GSAMTOC501.html#wp436256>
- 4) Principles of Federal Appropriations Law, Vol. I, Chapter 5: Bona Fide Needs Rule:
<http://www.gao.gov/assets/210/202437.pdf>
- 5) Principles of Federal Appropriations Law, Vol. II, Chapter 7: Obligation of
Appropriations: <http://www.gao.gov/assets/210/202819.pdf>

B. Guidance

- 1) DOI Acquisition Policy Release (DIAPR) 2012-11- Providing Accelerated Payment to Small Business Subcontractors
- 2) OMB 5 CFR Part 1315 Prompt Payment; Final Rule
- 3) FMM 2013-011 (Vol IX.D) Prompt Payment Interest Rate
- 4) Memorandum – FBMS Procedures for Utility Invoices
- 5) GAO, *Policy and Procedures Manual for Guidance to Federal Agencies*, Title 7, 6.2.C.5 Under 31 U.S.C(a)(8) Public Utilities
- 6) FBMS Segregation of Duties (SoD) Policy

6. Approval



Thomas D. Thompson
Deputy Assistant Secretary – Indian Affairs (Management)



Date