

OFM DOCUMENT TRANSMITTAL

To: Vendor Codes, OFM (Vendor code processing only)
Accounts Payable Branch, OFM (Obligation/payment processing and approvals only)

From: Remote Data Entry (RDE) Office

The following document(s) are attached for your information/action.

- Vendor codes for the attached invoices have been added to FFS by OFM staff based on a telephone request from this office. **Do not pay the attached invoices.** Number of invoices attached _____.
- Vendor codes for the attached purchase orders have been added to FFS by OFM staff based on a telephone request from this office. **Do not obligate the attached purchase orders.** Number of purchase orders attached _____.
- Invoices originally obligated in OFM, however were paid by this office are attached. **Do not pay these invoices.** Number of invoices attached _____.
- Obligation documents are attached for OFM approval. (Obligations over \$50,000.) Number of obligation documents attached _____.
- Invoice payment documents are attached for OFM approval. (Payments over \$50,000.) Number of invoices attached _____.
- OFM processing help requested. The attached documents need to be processed by OFM on behalf of the RDE site for the following reason (please specify processing instructions):

Remote Data Entry Contract Person:

Name: _____ Phone number: _____

Instructions for obtaining a vendor code:

- 1) Call OFM at (703) 648-7612 to request a vendor code to be created in FFS while you wait. Identify yourself as a RDE office.
- 2) Attach a copy of the invoice/obligation document(s) to this form and send or fax to OFM. Each invoice should be clearly marked as PAID. If you have any questions, call the FFS Hotline at (703) 648-7600.

Attached appropriate documentation and mail or fax to OFM:

Mail to: U.S. Geological Survey
Office of Financial Management
274 National Center
Reston, Virginia 20192

Fax to: (703) 648-4112