



FEB 14 2007

MEMORANDUM TO: All NOAA Finance Offices

MEMORANDUM FROM: Jon P. Alexander 
Director, Finance Office/Comptroller

SUBJECT: CCR Payment Information
Policy Memorandum 07-01

Background: In response to the Federal Acquisition Streamlining Act of 1994, the Department of Defense identified a centralized, electronic registration process known as the Central Contractor Registration (CCR). On October 1, 2003, the requirement for all federal agencies to integrate the use of CCR into their business practices was formalized with the issuance of a new Federal Acquisition Regulation policy, Circular 2003-016, case 2002-018. The issuance of this policy requires all federal contractors to register in the CCR database prior to contract award of any contract or purchase agreement. Further, the rule stipulates CCR will now be the source of EFT account information for contractors doing business with the federal government. To this end, paying offices are now required to use the information contained in CCR to accomplish payments to vendors.

Purpose: The purpose of this policy memorandum is to establish the procedure to be used when the payment information on the contractor's invoice is different from the information contained in CCR.

Policy: In those instances where the payment information on the invoices differ from the information contained in CCR, the paying technician should first determine if the Tax Identification Number (TIN) on the invoices matches the TIN in CCR. If the TINs are the same, but the names differ, review the contractual document to determine if the name in CCR is the same as the name on the contractual document. If the name and TIN number on the contractual document match the name and TIN number in CCR, and the TIN number on the invoices match the TIN number in CCR, payment should be made if the purchase order/contract number on the invoices matches the purchase order/contract number on the contractual document.

In those instances where the TIN on the invoice matches the TIN in CCR, but the names differ and verification can not be made by comparing the name used on the contractual document, the CCR data should be verified by contacting the vendor and requesting verification by return email or by fax (see attachment 1).

If the EFT data on the invoice and/or contractual document differ from that in CCR, and all other information can be confirmed, payment should be made using the EFT data in CCR.

Attachment



Date:

FACSIMILE TO: (Contractor Name)

FROM: (Paying Office and fax number)

SUBJECT: Verification of CCR Data for Invoice # _____

The subject invoice has been received in our office for processing. However, the remittance information on the subject invoice and the remittance information contained in the Central Contractor Register do not agree. To ensure proper payment, please confirm the following information and return promptly to the office indicated above.

I certify that _____ (company name indicated on the invoice), and _____ (company name indicated CCR) are one in the same.

Signature

Date

Print Name and Title

Attachment #1