FOREIGN VENDOR PAYMENT
Invoice Package Cover Sheet/Checklist
For Line Offices

Required Documents Checklist:

☐ Obligation Support Documentation (Award /Modifications/Amendments)
☐ Vendor Profile Form SF-3881 (Be sure this is a current form, typed, signed within 2 years and dated)
☐ Check Waiver Form; if applicable
☐ Receiving Report (with complete accounting line)
☐ Invoice or Billing Document
☐ Tax Declaration Form (W-8/W-9, etc.) – Must be declared by the vendor.

Preparer’s Signature and Date:

___________________________________________         ___________________
Name                                           Date
FOREIGN PAYMENT PROCEDURES FLOWCHART

FPT Receives Invoice Payment Package

FPT Reviews Package

FPT enters voucher into CBS; not approved

FPT approves the voucher payment in CBS

DEO Enters into SPS/ITS and notifies CO

CO Reviews SPS / ITS and Certifies Foreign Schedule

FPT Receives Completed Package from CO

CO Provided ALC/Cash Link Payment Detail

Funds Management Branch

Treasury

FPT emails Line Office of problems

Line Office Resolves Problem

See Returns Payment from Treasury Page on Page 3

ACRONYMS

(ALC) Agency Location Code
(AOD) Accounting Operations Division
(CO) Certifying Officer
(DEO) Data Entry Operator
(FPT) Foreign Payment Team
(ITS) International Treasury Service
(SPS) Secure Payment System
CO receives ITS.gov Returned Payment Report from Treasury

CO forwards ITS.gov Returned Payment Report to Funds Management

Funds Management forward to Vendor Support and forwards to AOD Supervisor List.

AOD Supervisor forward ITS.gov Returned Payment Report to FPT

Preparer forwards revised package to FPT for reissuance

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