

**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:**

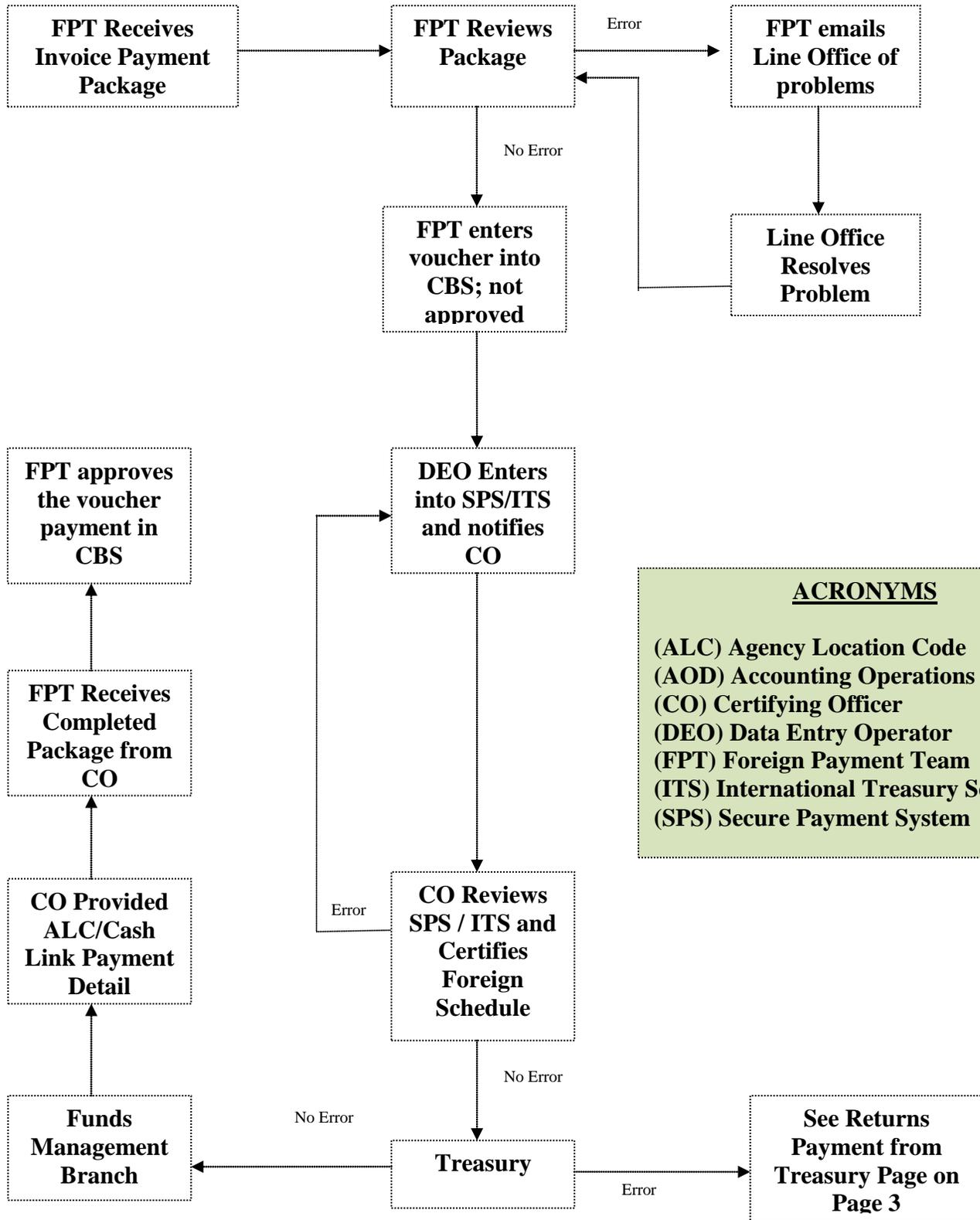
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Name

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Date

**FOREIGN PAYMENT PROCEDURES FLOWCHART**

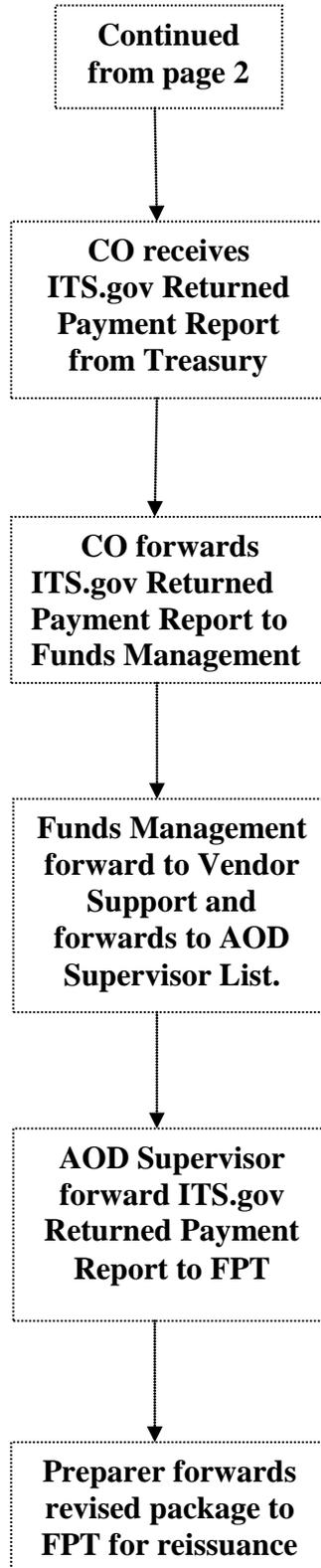


**ACRONYMS**

(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

# NOAA Finance Foreign Payment Procedures

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