



United States Department of the Interior

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A5639 (DSC-CS)
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Memorandum

DSC GUIDELINE 2006-001

To: All Employees, Denver Service Center
From: Director, Denver Service Center
Subject: Denver Service Center (DSC) Invoice Processing Guideline

PURPOSE

To develop an invoice routing process internal to the Denver Service Center, in order to ensure processing and approval in the most expeditious means possible.

BACKGROUND

Invoices come in different forms (including construction pay estimates) and are forwarded to the DSC in different ways. While most are addressed to the Contracting services Division, numerous invoices are still being addressed by the Architect/Engineer (A/E) and construction companies directly to the Contracting Officer's Representative (COR) or the Project Manager (PM) due to the company's liaison with these personnel. Project management team members need to ensure that invoice are NOT delivered to their personnel but to the Contracting Services Division which is the contractually designated receiving office, since undue delays could result in unnecessary penalties being imposed on DSC payments.

PROCESS

Contracting Services Routing Procedures. All invoices - regardless of which division receives them - will be delivered to the Administrative Support Assistant (ASA) in the Contracting Services Office (Room 311).

- The ASA logs the invoice in a mail log and date stamps the invoice, which starts the clock for the invoice's processing.
- The invoices are delivered to the Procurement Database Administrator (PDA) maintaining the Contracting Services database, who enters them into the database and assigns them to a Procurement Technician (PT).
 - THE PDA generates a routing slips and enters the names of the COR (and PM for information purposes only), the

Contract Specialist (CS), the Contracting Officer (CO), and a due date for return of the invoice to Contracting. There are two types of routing slips: the pink routing slips as a 10-day return, and the blue routing slip for construction contracts has a 4-day return.

The PT will use the division personnel lists provided by the Contracting Services Administration Specialist (AS) to route the invoices to the appropriate division. The PT will place the invoices in the appropriate division mail boxes located on the 2nd and 3rd floors for further distribution by the applicable division administration specialists. **Invoices should never be placed on the chair of the ASA or any of the office assistants.**

Routing Procedures within Divisions

- The Design & Construction (DC) mail box is located in the DC Admin Office (Room 330); the Transportation mail box is located in the Transportation mail room (Room 217); and the Planning mail box is located in the Planning Division (Room 203).
- It is recommended that the ASA or a designated office assistant verify that the COR is present at the Denver Service Center using the Division's out list and/or by speaking with the appropriate ASA.
- If the COR is not present, the invoice should be forwarded to the PM using the same procedure. The PM should communicate with the COR prior to approving the invoice.
- If neither the COR nor the PM is available, the invoices should be routed to the PM's supervisor for approval. Again, the supervisor should communicate with the COR prior to approving the invoice and should annotate the routing slip accordingly.
- Due to the time sensitivity of invoice processing, **invoices should never be placed on the chair or in the mailbox of a COR, PM, or PM supervisor.**

Return of Invoices to Contracting Services Division

- Once the COR (or PM on behalf of the COR) signs the invoices, the invoice will be forwarded back to the Contracting Services ASA for processing. **Do not put on the chair or in the mailbox of the CS or CO.**
- The ASA forwards the invoice to the PT for processing and further routing to the CS for review and CO for approval.
- The CO signs the invoice and forwards it to the PT for final review and disposition.

Additional Responsibilities

- Personnel lists will be maintained by each division's AS and forwarded to the Contracting Services AS when updates are necessary.

The COR, PM, or Supervisor, as outlined above is the point of contact for invoice routing. The PTs will monitor due dates for invoice routing and may be required to communicate with the point of contact on invoices approaching their due dates. COR's or PM's who encounter unavoidable delays in processing invoices should promptly inform the PT listed on the routing slip.

SUMMARY

In conclusion, invoices will go through many hands before payment occurs. Communication between all parties is essential to expedite the routing and to accomplish timely invoice processing to protect the project accounts and our customers from experiencing unnecessary late fees. It is essential that personnel follow these guidelines and make no assumptions in their distribution of invoices. Attention to all details in the routing, reviewing, and approval processes can ensure significant savings within DSC's project account budgets.



Daniel N. Wenk

cc:
DSC-IM-Central Procedural Library

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