

DEPARTMENTAL ACCOUNTING OFFICE (DAO) A/R FLOW CHART

Unit- Identifies the A/R and amount owed by EE. Unit contacts EE via phone to informally notify EE of the A/R, and provides substantiation if EE disputes amount.

Unit – Completes 674A/R to setup A/R and sends to DAO A/R Unit. No PS name/signature on this form. Unit to complete remarks section with clear explanation of reason for A/R. DAO A/R Unit contacts Unit PS if there are questions.

DAO A/R Unit sends PO-123 to EE with DAO A/R Unit contact information and signature. Copy to Unit PS via email.

Allow 30 days for EE to respond.

DAO to determine which BU and applicable collection restrictions

Legend
Unit = Region/Unit
PS = Personnel Specialist
EE = Employee

*All courtesy copies must have courtesy copy stamp and be redacted.
**All notices mailed to employee's home address on record.



