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July 7, 2021

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
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Dear Brian:

As a matter of general interest, the Postal Service plans to revise Handbook F-101, *Field Accounting Procedures*, Chapter 19.

The purpose of the revisions is to remove and/or update obsolete terminology, procedures and reporting technologies.

Enclosed is a copy of Handbook F-101, *Field Accounting Procedures*, Chapter 19, *Payments*, one with and one without changes identified.

Please contact Dion Mealy at (202) 507-0193 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon Richardson".

Shannon Richardson
A/Director
Contract Administration (APWU)

Enclosures

19 Payments

This chapter describes the hierarchy and payment methods used when making payments. This chapter also contains the requirements, responsibilities, and procedures for making payments locally and by Accounting Services. This chapter includes the following subchapters:

~~Preferred Payment Methods~~~~19-1~~ Preferred Payment MethodsPreferred Payment Methods

See part 2-4.7 for the separation of duties guidelines.

19-1.6 Non-Goods and Non-Services

PS Form 2551, *Non-Goods and Non-Services Payment Authorization*, is the method of payment for non-goods and non-services, such as Tort claims, OSHA fines, HB202 reimbursements, OWCP and other third-party payments.

The procedure for paying for non-goods and non-services are as follows:

- a. Use PS Form 2551 to certify and authorize payment only when other preferred payment methods are not possible.
- b. To prevent a delayed payment, ensure that PS Form 2551 is correctly completed and signed by the certifying official.
- c. Upon receipt of the payment request (invoice or other supporting documentation), immediately complete and submit PS Form 2551 and the original supporting documentation, such as an invoice (not a statement) using the eIWS OnLine Forms application at <https://olf.usps.gov/OLF/>. Submit one PS Form 2551 for each payment to be processed. The payables system records the payments for each invoice separately in order to prevent duplicate payments.

Additional information on submission of forms can be found on the eIWS OnLine Forms Toolkit webpage at <http://blue.usps.gov/accounting/eiws/eiwsforms.htm>

~~19-2 Documenting Payments~~Documenting PaymentsPayment Requirements

~~Documenting Payments~~~~19-3~~ 19-3 Supplier Check Problem ResolutionSupplier Check Problem ResolutionDocumenting Payments

~~19-3 Supplier Check Problem Resolution~~~~19-4~~ Prompt Payment ActPrompt Payment ActSupplier Check Problem Resolution

~~Prompt Payment Act~~~~19-5~~ 1099-Reportable Vendor Payments1099-Reportable Vendor PaymentsPrompt Payment Act

~~1099-Reportable Vendor Payments~~~~19-6~~ Quick Reference Payment TableQuick Reference Payment Tables1099-Reportable Vendor Payments

~~19-7 Quick Reference Payment Tables~~

There are account identifier codes (AICs) used throughout this chapter. Refer to Appendix A, [Account Identifier](#)

[Code/General Ledger Account Crosswalk](#), for the titles and descriptions of AICs that are currently in use.

Note:

19-1 Preferred Payment Methods

19-1.1 Hierarchy

The preferred method for paying ~~a~~ recurring Postal Service expenses is through electronic funds transfer (EFT).

If EFT payment is not available or practical, field units should use the payment methods listed below in order of priority.

~~At field units, avoid cash payments. Pay in cash only in an emergency, except for locations with approved imprest funds.~~

The preferred methods for payment of local purchases ~~are, in preferential order, are~~ as follows:

- 1) [In-house excess material including eBuyPlus Excess Items Catalog.](#)
- ~~1)2) eBuyPlus2eBuy~~ — On catalog (EFT).
- ~~2)3) National/Area Contracts. SmartPay purchase card.~~
- 4) [Purchase eCard.](#)
- ~~3)5) Purchase eCard eChecks (Extended lead time and approval required for check book issuance). Invoice payments: PS Form 8230, Authorization for Payment, or PS Form 8232, Payment for Personal Services Contracts, submitted to the Scanning and Imaging Center (SIC), and processed through the Accounts Payable System.~~
- 4)6) [Non-Recurring Local Payments.](#)
 - a. Cash for a ~~n emergency one time purchase or expense~~ expense, not to exceed \$35.
 - b. [No-fee money order for a nonrecurring purchase within the limitations of Postal Service policies and procedures. an emergency one time expense not to exceed \\$local purchasing limit10,000, not to exceed \\$1,000, \\$500.](#)

At field units, avoid cash payments. Pay in cash only in an emergency, except for locations with approved imprest funds.

~~Note: (POS and eMOVES units uAll units use Reason Code 029, One time Local Purchase.)~~

)

~~Payments for Non-Goods and Non-Services can be made by completing PS Form 2551, Non-Goods and Non-Services — Payment Authorization, and submitting electronically through the eIWS OnLine Forms application at <https://olf.usps.gov/OLF/>. (See Section 19.1.6)~~

~~eIWS OnLine Forms is the application used for the online completion and submission of Postal Forms processed by Accounting Services. Further information can be found on the eIWS Online Forms Toolkit webpage at <http://blue.usps.gov/accounting/eiws/eiwsforms.htm>.~~

Note: Use only one of the above methods to prevent duplication.

19-1.2 eBuyPlus 2-Goods and Services (except Personal Service Contractors)

eBuyPlus2 is the preferred method for order placement after in-house excess resources have been checked. eBuyPlus 2 is mandatory for all employees with intranet access. eBuy

eBuy

eBuy is the Postal Service's electronic purchasing tool. eBuy enables Web-based electronic requisitioning and automates ordering, approval workflow, invoice certification, order status checking, reconciliation, reporting, and payments.

Here is some information on eBuyPlus2:

- eBuyPlus2 is the Postal Service's web-based web-based application for ordering goods and services. web-based electronic requisitioning and approval workflow that replaced PS Form 7381, Requisition for Supplies, Services, or Equipment. eBuy replaces the PS Form 7381, Requisition for Supplies, Services, or Equipment, process for commodities available in electronic catalogs.
- eBuyPlus 2 allows users to order online from national mandatory and priority source contracts with order status checking, reconciliation, reporting, and electronic payment capabilities.
- Users of the eBuyPlus2 includes the ability to electronically eBuy system can certify payment for utility payments for invoices, except telecommunications. invoices electronically. (Utilities are electricity, natural gas, oil, metered fuel, water, and garbage and sewer services.) Telecommunications are paid through a national contract.

Using eBuy enables utility companies to submit electronic invoices, and Postal Service users to electronically review, approve and certify, and forward the invoices to Accounts Payable Payable.

eBuy is the preferred method for processing payments for utilities except for telecommunications that can be paid through ProfitLine.

To obtain access to eBuyPlus 2, request through eAccess. To use eBuyPlus2eBuy, type <http://ebuyPlus 2-Error! Hyperlink reference not valid.> in your Web browser's address bar.

For eBuyPlus2eBuy Help Desk assistance, please contact the National Material Customer Service CenterTopeka Help Desk at 1-800-332-0317 call 800-877-7435, and follow the prompts. To reset a password, dial the same number and follow the prompts.

For more information, contact your district eBuyPlus2eBuy coordinator.

Note: Do not record purchases made through eBuyPlus2eBuy on the unit's PS Form 1412, Daily Financial Report.

19-1.3 SmartPay Purchase Card/National / Area Contracts

National- or area contracts or agreements are available service-wide or to specific geographical areas submit invoices for Headquarters and/or field customer use.

- The availability of national/area contracts for specific supplies and/or services (i.e. snow removal) can be verified by contacting the Purchasing Shared Services Center (PSSC) at https://uspshep.custhelp.com/app/home_pssc
- Employees can verify whether national/area contracts exist for common supplies or services like snow removal by going to: <http://blue.usps.gov/purchase> and clicking on the link *Who Buys My Stuff? How Do I Buy My Stuff?* In addition, employees can verify national/area contracts by contacting Purchasing Shared Services Center (PSSC) at: *Purchasing Support*.
- <http://blue.usps.gov/supplymanagement/smi-pssc-contact.htm>.
- Payments can be made through either the electronic transfer of funds or with a Purchase card account if authorized by the contracting officer.
- Multiple orders can be placed against these contracts and agreements, and these orders are not considered splitBuy purchases regardless of the SIC for payment method used as long as they do not exceed the ordering limits in the governing contract or agreement.

Contractual invoices mailed directly to Accounting Services, San Mateo, Contractual Payable Branch for processing must continue to have the certification stamp applied and completed by the accepting or receiving office.

Note: Do not record purchases made through national/area contracts on the unit's PS Form 1412, Daily Financial Report.

19-1.4 SmartPay Purchase Card/Purchase Card Checks.

For information regarding purchase card payments, see *Handbook AS-709 Handbook AS-709, Purchase Card Local Buying Policies and Procedures*.

Local Buying and Purchase Card Policies and Procedures, Chapter 2.

19-1.5

The process for using the SmartPay Purchase purchase card for local purchases of goods and services is as follows:

~~Use the SmartPay purchase card may be used for purchases of supplies and services that support the day-to-day operational needs of the Postal Service, including utilities and excluding telecommunications services.~~

~~b. For prohibited purchases, see Handbook AS-709, Local Buying and Purchase Credit Card Policies and Procedures, for Local Buying, Chapter 1, chapter 3. Make every attempt to use vendors that accept credit cards.~~

~~c. Expenses charged to the card are charged automatically to the field unit finance number (UFN).~~

~~d. General Ledger Account (GLA) and Financial Performance Report (FPR) line numbers automatically reflect expenses based on the segment identified code or standard industry code of the merchant with whom you are doing business. If a specific account number is not designated for a merchant, FPR Line 31 and GLA-52111 will reflect the expenses charged to the SmartPay Purchase purchase card.~~

~~e. Do not exceed the single purchase limit or monthly office limit, which are based on the unit's local buying authority and approved budget.~~

~~f. Follow the monthly credit card reconciliation procedures. (See Handbook AS-709, chapter 4.)5.)~~

~~Every effort must be made locally to identify and utilize suppliers that accept credit card payments since this option provides the best overall value for the Postal Service when electronic funds transfer payment cannot be made through eBuyPlus2 or contracts. If local conditions or circumstances restrict access or availability to suppliers who accept the Purchase card, then employees delegated local buying authority should contact the PSSC. The PSSC will provide assistance locating an alternative source of supply and/or will direct local buyers to appropriate approved payment methods.~~

~~Do not record purchases made with the SmartPay purchase card on the unit's PS Form 1412 or submit invoices to the SIC for payment.~~

19-1.4.1 Obtaining a Purchase Card

~~Information on how to obtain a Purchase card is available on the following Blue-page site: http://blue.usps.gov/purchase/operations/ops_impachome.htm.~~

Invoice Payments—PS Forms 8230 and 8232

~~The procedure for paying invoices (except for personal services) is as follows:~~

~~Use PS Form 8230 to certify and authorize payment for goods and services received only when other preferred methods are not possible.~~

Payments

~~checks, shred all remaining purchase card checks locally and convert to using the Purchase card for future payments. Current suppliers who cannot accept a Purchase card for payment should be replaced by suppliers who accept Purchase cards. Local buyers who have questions about replacing a supplier or using other credit card payment options should contact the PSSC at:~~

~~Local Payments~~

~~A local payment may be issued~~are limited to invoices of \$1,000~~500~~ or less for a ~~for a non-recurring one-time~~ local purchase emergency payment to a ~~vendor-supplier~~ that is not in eBuyPlus~~2eBuy~~ and ~~that~~ does not accept the SmartPay~~pPurchase~~purchase card/~~Purchase card checks~~. All purchases of goods and services, regardless of payment type, require an approved eBuyPlus requisition.

~~Exception: Single Drawer Accountability (SDA) offices are not allowed to issue no-fee money orders. The Administrative Post Office that the SDA is assigned to must process all one-time local payments emergency expenses.~~

Follow these steps for all local payments:

~~a. Obtain funding approval for local purchases using in eBuyPlus. Use of no-fee money orders as the selected payment method in eBuyPlus bulk funding approvals with recurring payments should be avoided.~~

~~a.b. Record cash or no-fee money order payments on PS Form 1412. Use the AIC Crosswalk in Appendix A https://blue.usps.gov/accounting/xls/AIC_GLA_Crosswalk.xls to identify the correct AIC.~~

~~■ Cash payments may not exceed \$3525.~~

~~■ No-fee money order for a one-time local purchase within the limitations of USPS policies and procedures. payment may not exceed the local purchasing limit \$10,000. Each no-fee money order may not exceed \$1000. The fee for the no-fee money order is reported in AIC 586. All units use Reason Code 29.~~

~~b.~~

~~—~~

~~—~~

~~The fee for the no-fee money order is reported in AIC 586. All units use Reason Code 29.~~

~~e.~~

~~d. No-fee money order may not exceed \$1,000500. Ensure the fee for the no-fee money order is reported in AIC 586; POS and eMOVES All units use Reason Code 29.~~

~~e.c. b. —To ensure consistency in the invoice certification process, use the following certification stamp format:~~

I certify that the goods or services described have been received and that the invoice is correct and proper for payment.	
_____ Signature	
_____ Printed or typed name and title	
(____)____ - ____ Phone number	____/____/____ Date of certification
_____ Postal Facility	_____ Finance number
_____ CIP asset number	____/____/____ Date goods or services received
_____ Order or Contract number	_____ GL Account number
_____ TIN (EIN or SSN)	\$_____ Invoice Amount
____/____/____ Invoice Date	____/____/____ Invoice Received Date

File the invoice, approved eBuyPlus2eBuy requisition, or PS Form 7381 (if eBuy is not available), and proof of payment locally as supporting documentation for the PS Form 1412 entries. Electronically retain purchase card documentation when possible.

See part 2 4.7 for the separation of duties guideguidelines.

Payments for services (or a combination of services and supplies), greater than \$600 in a calendar yearregardless of amount, are 1099-reportable. If 1099-reportable, do the following:

- a. Complete PS Form 8231, *Vendor Payment 1099 Reporting Form*, describing the services and submit usingto the eIWS OnLine Forms application at <https://olf.usps.gov/OLF/SIC> the day that the payment is made.
- b. Keep a copy of PS Form 8231 and supporting documentation for 120 days from the end of the month in which the form was submitted. to the SIC.

See subchapter 1099-Reportable Vendor Payments19-619-6 for additional information.

19-1.5.1 TemporaryTemporary Cash Payments

The procedure for making a local cash purchase is as follows:

- a. The manager or a designated employee documents the amount and reason for a temporary cash payment on a routing slip (buck slip), PSIN # O13, and gives this routing slip to the requesting employee. The temporary cash payment must not exceed \$325.
- b. The requesting employee presents the routing slip to a retail~~retail~~ associate (RA).
- c. The RA issues the temporary cash advance and retainsre-tains the routing slip in the cash drawer.
- d. When the requesting employee presents the original sales receipt (and change, if applicable) for items purchased to the RA, the RA must return the routing slip to the requesting employee.
- e. The RA records the payment in the appropriate AIC on PS Form 1412.

Payments

- f. The RA submits the original sales receipt as supporting documentation for the entry on PS Form 1412.
- g. The closeout employee maintains the original sales receipt with the approved ~~eBuyPlus2~~eBuy requisition (or PS Form 7381, if ~~eBuyPlus2~~eBuy is not available) as supporting documentation for the unit's PS Form 1412.
- h. The temporary cash advance transaction for cash purposes must be completed and settled by close of business the same day.

See part 2-4.7 for the separation of duties guidelines.

~~Note: All purchases of goods and services, regardless of payment type, require an approved eBuyPlus2 requisition. Complete PS Form 8231 whenever a local payment is made via cash, money order or Purchase card check for services (not goods) that are 1099-reportable. Submit the completed PS Form 8231 through the eIWS OnLine Forms application at <https://olf.usps.gov/OLF/> the day that the payment is made.~~

19-1.6 Non-Goods and Non-Services

PS Form 2551, *Non-Goods and Non-Services Payment Authorization*,⁴ is the method of payment for non-goods and non-services, such as Tort claims, OSHA fines, HB202 reimbursements, OWCP and other third-party payments.

The procedure for paying for non-goods and non-services are as follows:

- a. Use PS Form 2551 to certify and authorize payment only when other preferred payment methods are not possible.
- b. To prevent a delayed payment, ensure that PS Form 2551 is correctly completed and signed by the certifying official.
- c. Upon receipt of the payment request (invoice or other supporting documentation), immediately complete and electronically submit PS Form 2551 and the original supporting documentation, such as an invoice (not a statement) through using the eIWS OnLine Forms application at <https://olf.usps.gov/OLF/>. Submit one PS Form 2551 for each payment to be processed. The payables system records the payments for each invoice separately in order to prevent duplicate payments.

Additional~~Further~~ information on submission of forms can be found on the eIWS OnLine Forms Toolkit webpage at <http://blue.usps.gov/accounting/eiws/eiwsforms.htm>

4. Payment of non-goods and non-services

Payment of non-goods and non-services	Payment of non-goods and non-services
<small>1. Payment of non-goods and non-services</small>	<small>2. Payment of non-goods and non-services</small>
<small>3. Payment of non-goods and non-services</small>	<small>4. Payment of non-goods and non-services</small>
<small>5. Payment of non-goods and non-services</small>	<small>6. Payment of non-goods and non-services</small>
<small>7. Payment of non-goods and non-services</small>	<small>8. Payment of non-goods and non-services</small>
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<small>11. Payment of non-goods and non-services</small>	<small>12. Payment of non-goods and non-services</small>
<small>13. Payment of non-goods and non-services</small>	<small>14. Payment of non-goods and non-services</small>
<small>15. Payment of non-goods and non-services</small>	<small>16. Payment of non-goods and non-services</small>
<small>17. Payment of non-goods and non-services</small>	<small>18. Payment of non-goods and non-services</small>
<small>19. Payment of non-goods and non-services</small>	<small>20. Payment of non-goods and non-services</small>
<small>21. Payment of non-goods and non-services</small>	<small>22. Payment of non-goods and non-services</small>
<small>23. Payment of non-goods and non-services</small>	<small>24. Payment of non-goods and non-services</small>
<small>25. Payment of non-goods and non-services</small>	<small>26. Payment of non-goods and non-services</small>
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<small>33. Payment of non-goods and non-services</small>	<small>34. Payment of non-goods and non-services</small>
<small>35. Payment of non-goods and non-services</small>	<small>36. Payment of non-goods and non-services</small>
<small>37. Payment of non-goods and non-services</small>	<small>38. Payment of non-goods and non-services</small>
<small>39. Payment of non-goods and non-services</small>	<small>40. Payment of non-goods and non-services</small>
<small>41. Payment of non-goods and non-services</small>	<small>42. Payment of non-goods and non-services</small>
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<small>45. Payment of non-goods and non-services</small>	<small>46. Payment of non-goods and non-services</small>
<small>47. Payment of non-goods and non-services</small>	<small>48. Payment of non-goods and non-services</small>
<small>49. Payment of non-goods and non-services</small>	<small>50. Payment of non-goods and non-services</small>
<small>51. Payment of non-goods and non-services</small>	<small>52. Payment of non-goods and non-services</small>
<small>53. Payment of non-goods and non-services</small>	<small>54. Payment of non-goods and non-services</small>
<small>55. Payment of non-goods and non-services</small>	<small>56. Payment of non-goods and non-services</small>
<small>57. Payment of non-goods and non-services</small>	<small>58. Payment of non-goods and non-services</small>
<small>59. Payment of non-goods and non-services</small>	<small>60. Payment of non-goods and non-services</small>
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<small>65. Payment of non-goods and non-services</small>	<small>66. Payment of non-goods and non-services</small>
<small>67. Payment of non-goods and non-services</small>	<small>68. Payment of non-goods and non-services</small>
<small>69. Payment of non-goods and non-services</small>	<small>70. Payment of non-goods and non-services</small>
<small>71. Payment of non-goods and non-services</small>	<small>72. Payment of non-goods and non-services</small>
<small>73. Payment of non-goods and non-services</small>	<small>74. Payment of non-goods and non-services</small>
<small>75. Payment of non-goods and non-services</small>	<small>76. Payment of non-goods and non-services</small>
<small>77. Payment of non-goods and non-services</small>	<small>78. Payment of non-goods and non-services</small>
<small>79. Payment of non-goods and non-services</small>	<small>80. Payment of non-goods and non-services</small>
<small>81. Payment of non-goods and non-services</small>	<small>82. Payment of non-goods and non-services</small>
<small>83. Payment of non-goods and non-services</small>	<small>84. Payment of non-goods and non-services</small>
<small>85. Payment of non-goods and non-services</small>	<small>86. Payment of non-goods and non-services</small>
<small>87. Payment of non-goods and non-services</small>	<small>88. Payment of non-goods and non-services</small>
<small>89. Payment of non-goods and non-services</small>	<small>90. Payment of non-goods and non-services</small>
<small>91. Payment of non-goods and non-services</small>	<small>92. Payment of non-goods and non-services</small>
<small>93. Payment of non-goods and non-services</small>	<small>94. Payment of non-goods and non-services</small>
<small>95. Payment of non-goods and non-services</small>	<small>96. Payment of non-goods and non-services</small>
<small>97. Payment of non-goods and non-services</small>	<small>98. Payment of non-goods and non-services</small>
<small>99. Payment of non-goods and non-services</small>	<small>100. Payment of non-goods and non-services</small>

101. Payment of non-goods and non-services

<p>1. <u>Record the amount of the cash received.</u></p> <p>2. <u>Record the amount of the cash received.</u></p>	<p>3. <u>Record the amount of the cash received.</u></p> <p>4. <u>Record the amount of the cash received.</u></p>
<p>5. <u>Record the amount of the cash received.</u></p>	
<p>6. <u>Record the amount of the cash received.</u></p>	<p>7. <u>Record the amount of the cash received.</u></p> <p>8. <u>Record the amount of the cash received.</u></p>

~~19-2~~ Prorating Utilities

~~19-3 When a vendor sends one bill for two facilities located in the same building (e.g., a vehicle maintenance facility and mail processing facility), prorate the amounts and enter the corresponding GLAs and respective UFNs as if making separate payments.~~

~~19-4~~ 19-2 Documenting Payments

~~Invoices for \$1,000~~ 500 or Less for One-Time Emergency Payments

~~PRUs may make one-time emergency payments with cash (not to exceed \$325) or a no-fee money order (not to exceed \$1,000~~ 500). The procedure for reporting such payments is as follows:

~~Record the amount of the payment in the appropriate AIC on the PS Form 1412. Use the AIC Crosswalk in~~ Use the AIC Crosswalk in Appendix A to determine the appropriate AIC.

~~If a no-fee money order is issued, report the fee amount in AIC 586.; POS and eMOVES units use~~ and e All units use Reason Code 29.

~~Keep the invoice and proof of payment locally. Do not submit the invoice to the SIC.~~

~~Emergency payments for services (or a combination of services and supplies) made locally require IRS Form 1099 reporting. Complete PS Form 8231 and submit electronically through~~ forward the eIWS OnLine Forms application at <https://olf.usps.gov/OLF/form> to the SIC on the same day that the payment is made (see subchapter 19-6, 1099-Reportable Vendor Payments). 19-6).

~~Invoices Not Exceeding \$10,000 and Utility Bills Greater than \$10,000~~

~~Field units that are unable to pay for invoices using eBuy or the SmartPay purchase card must submit the invoice and PS Form 8230 to the SIC to request~~

~~payment. This includes payments up to \$10,000 and utility bills greater than \$10,000.~~

~~See part [19.7.2](#) for a list of commonly used GLA numbers to be entered on PS Form 8230. Current information on account numbers is maintained in the Account Number Control Master, which is available on the Postal Service intranet at [hError! Hyperlink reference not valid.](#)~~

~~PS Form 8230 is available from the Material Distribution Center (MDC) and the Postal Service Intranet. Use only the current version of PS Form 8230.~~

~~The procedure for requesting payment is as follows:~~

~~Ensure that PS Form 8230 is correctly completed and certified by an authorized approving official to prevent a delayed payment.~~

~~Enter the invoice number on the PS Form 8230 exactly as it appears on the invoice (including spaces and hyphens). For tort claims, enter the tort claim number.~~

~~If no invoice number is provided, create a unique invoice number as follows:~~

~~Immediately mail the original PS Form 8230 and the original invoice to the SIC.~~

~~Payments for Personal Services Contractors~~

~~Payments to personal services contractors, such as physicians and nurses, are generally initiated by Human Resources managers. The procedure for processing payments is as follows:~~

~~Submit a correctly completed and certified (signed by the contracting officer or contracting officer's representative) PS Form 8232, original invoice, and any related supporting documentation provided by the contractor to the SIC. PS Form 8232 contains documentation of workhours, holiday, sick, and vacation pay, and travel expenses.~~

Payments

~~To ensure timely payments, mail the completed PS Form 8232 and supporting documentation to the SIC by COB on Friday of week 2 of the pay period. Mail to:~~

~~USPS SCANNING AND IMAGING CENTER~~

~~Follow the detailed processing instructions on Page 2 of PS Form 8232.~~

~~Keep a copy of PS Form 8232 and the supporting documentation for 120 days from the end of the month in which the PS Form 8232 was submitted to the SIC.~~

~~See part 19-7.1, Payment Process Table.~~

~~19-2.1 3.2 See part , Payment Process Table.~~

Recurring Payments

Recurring payments are payments that remain the same on an ongoing basis, such as contract cleaners and monthly landscaping charges.

For recurring payments that fall within local buying limits and policies included within *Administrative Support Manual* (ASM) 72 or ~~Handbook AS-709 Handbook AS 709,~~ payments may be made locally via the ~~SmartPay-~~ Purchase ~~purchase~~ card or ~~PS Form 8230~~ Purchase card checks.

Otherwise, recurring payments, paid through Accounting Services, San Mateo must be set up as a contract through the servicing Supply Management Category Management Center (CMC) If making recurring purchases to one or more merchants, consider whether establishing a contract would be more beneficial to the Postal Service and contact Purchasing Support.

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~~Exceptions are as follows:~~

~~For contract cleaning agreements with recurring payments that annually are under \$10,000 to a self-employed individual or for annual payments under \$2,500 to a cleaning service company, submit payment and adjustment information to Contract Cleaner Unit, Accounting Services, San Mateo.~~

~~For annual payments equal to or greater than \$10,000 (self-employed individual) or equal to or greater than \$2,500 (company), send the contract request to the servicing Supply Management CMC.~~

~~See the *Cleaning Services Local Buying Agreement Guidelines* available on the Accounting Web site on the Postal Service intranet:~~

~~Go to <http://blue.usps.gov/wps/portal/accounting>~~

~~Click the *Cleaning Services Local Buying Agreement Guidelines* Library link on the right hand side of the webpage under:~~

~~Click the References heading link.~~

Payments

E-mail to *SMASC Check Copy*. Type "Stop Pay or Photo Copy Request" in the subject line.

Fax to 650-577-6077.

Mail to:

STOP PAYMENT DESK (ACCOUNTING)
ACCOUNTING SERVICES, SAN MATEO
2700 CAMPUS DR
SAN MATEO CA 94497-9441

Exception: Postal Service employees may submit a stop payment of a check for reasons such as erroneous payments, wrong supplier payments, or other internal reasons by providing his or her signature on the form.

19-4 Prompt Payment Act

19-4.1 Overview

The Prompt Payment Act (PPA), as amended in 1988, requires that the Postal Service comply with the act.

Postal Service policy is to pay suppliers under the terms of the contract (formal or informal) subject to the requirements of the PPA.

19-4.2 Compliance

When the Postal Service fails to pay a vendor's invoice on or before the due date established in the contract (or within 30 calendar days of receipt of a proper invoice, if no contract exists), the vendor is entitled to an interest payment in accordance with the PPA, as described in MI FM-610-~~2013-40020002000-2~~, *Compliance with the Prompt Payment Act*.

Interest for late payment of an invoice is computed from the day after the due date through the date of the check or EFT. PPA interest is charged to the budgetary finance number that is on the invoice.

Standard PPA terms are net 30 days unless the vendor offers discount terms.

Payments to the following are exempt from the PPA:

- Utility vendors.
- Postal Service employees.
- Customers for refunds.
- Other federal agencies.

19-5 1099-Reportable Vendor Payments

Federal law requires reporting of payments that are made locally for services. Field unit employees must report local payments for services as follows:

a. Complete PS Form 8231 whenever payment by cash, money order, or purchase card check is made to nonemployee individuals in excess of \$600 in a calendar year for services that are 1099-reportable. 1099-reportable services are performed by individuals who are not Postal Service employees, not Postal Service contractors, nor individuals or incorporated local service providers who accept the Purchase Card for payment. Complete PS Form 8231 whenever a payment is made for a service that is 1099-reportable.

~~b. Submit~~Forward the completed PS Form 8231 ~~electronically through~~immediately to using the eIWS OnLine Forms application at <https://olf.usps.gov/OLF/> on the same day that the payment is made~~SIC~~.

b.

~~In emergency situations, PRUs may issue disbursements with no-fee money orders and cash, but are limited as follows:~~

The maximum limit for each a no-fee money order is \$1,000.500. Ensure the fee for the no-fee money order is reported in AIC 586 with r.; POS and eMOVES. All units use Reason cCode 29.

~~The maximum limit for a cash disbursement is \$325.~~

Payments

The following table identifies the types of payments that field units must report and do not report.

Report payments for...	Do not report payments for...
Services provided by: <ul style="list-style-type: none"> ■ individuals. ■ proprietorships. corporations. Services paid locally with cash or money order.	<ul style="list-style-type: none"> ■ utility expenses. ■ purchases paid via credit Purchase card. ■ purchases paid via eBuyPlus eBuy. ■ supplies or parts. invoices submitted to the SIC.

If an invoice contains an itemization for services and supplies, report only the services.

The total invoice is reportable if the services and supplies are not itemized.

Example of IRS 1099-Reportable Services

Copier and printing services	Janitorial services
Overprinting of forms	Garbage removal
Mop head cleaning	Equipment repairs (labor)
Window cleaning	Vehicle repairs (labor)
Medical services	Vehicle washing
Pest control	Instructor services
Sign language interpreter	Lawn mowing, weed control, or landscaping
Equipment rental or lease	Snow removal services

19-6 Quick Reference Payment Tables

Payment Process Table

The following table describes how to process different types of payments:

Type of Payment	Form	Process
Contractual payments.	None	a. Certify contract invoices using the certification stamp. b. Submit contract invoices to Accounting Services, San Mateo Contractual Payables Branch.
Credit invoices (if originally paid using PS Form 25518230).	PS Form 25518230	a. Check credit box. b. Submit PS Form 25518230 and credit invoice electronically through the eWS OnLine Forms application at https://olf.usps.gov/OLF/ . <u>Note: Credit invoices are when a supplier owes money to the Postal Service such as in the case of over payment or duplicate payments.</u> SIC. <u>Note:</u> Do not submit credit invoices for recurring utility payments; these credits offset on future invoices.

Local payments (invoices of \$1,000 500 or less for one-time non-recurring local purchases emergency payments) to vendors-suppliers not in eBuy Plus eBuy and that do not accept the SmartPay Purchase purchase card or Purchase card checks .	None	<p>a. Issue no-fee money order (not to exceed \$10,000) (not to exceed \$1,000500) or cash (not to exceed \$325). If a no-fee money order is issued, report the fee amount in AIC 586 POS and eMOVES and All units use Reason Code 29.</p> <p>b. Record payment on PS Form 1412.</p> <p>c. File invoice and proof of payment locally as supporting documentation.</p> <p>b. Note: If invoice is service-related (1099-reportable), submit PS Form 8231 using the eIWS OnLine Forms application at https://olf.usps.gov/OLF/ electronically through the eIWS OnLine Forms application at https://olf.usps.gov/OLF/ to the SIC.</p>
Medical bills — invoices from medical facilities resulting from treatment of job-related injuries and pre-employment testing.	None PS Form 8230	<p>Payment is made with a Purchase card or Purchase card check. Submit PS Form 8230 and the original invoice to the SIC.</p> <p>File a copy of PS Form 8230 and the invoice locally for 120 days. The expense purchase card or purchase card check may be used to pay for medical services, but only under the Purchase Card Local Buying Authority of the National and Area Medical Directors, who may re-delegate this authority to the Area and District Occupational Health Nurse Administrators (OHNAs).</p>
OSHA payments.	See subchapter <u>20-4</u> .	
Telecommunications Personal services contractor payments (time sensitive).	None PS Form 8232	<p><u>Invoices processed directly through national contract.</u></p> <p>Mail no later than COB Friday of week 2 of the postal pay period.</p> <p>Submit PS Form 8232 with the original invoice to the SIC.</p> <p>File a copy of PS Form 8232 with the supporting documentation for 120 days.</p>
<u>Goods (Ssupplies) Supplies</u> and services.	None PS Form 8230 (if eBuy or SmartPay purchase card is not available)	<p><u>a. Requisitioned through eBuy Plus 2.</u></p> <p>b. Follow preferred method hierarchy for payment of the goods and services. Submit PS Form 8230 with the original invoice to the SIC.</p> <p>b. File a copy of PS Form 8230 and the invoice locally for 120 days.</p>
Tort claims.	PS Form 2551 8230	<p>Claims less than \$5,000</p> <p>a. Ensure the expense is applied to GLA 55216000. (Refer to ASM, chapter 25.)</p> <p>b. <u>Submit PS Form 2551</u> using the eIWS OnLine Forms application at https://olf.usps.gov/OLF/ 8230 electronically through the eIWS OnLine Forms application at <u>Submit PS Form 8230 to the SIC.</u></p>

Payments

	PS Form 2198, <i>Accident Report — Tort Claim</i>	Claims between \$5,000 and \$50,000 and denials for claims under \$5,000 a. Submit PS Form 2198 and the General Counsel Authorization Letter (If the amount is greater than \$5,000) to the following address: TORT CLAIM PROCESSING ACCOUNTING SERVICES PO BOX 80471 ST LOUIS MO 63180-9471 b. File all supporting documentation locally.
	None	Claims greater than \$50,000: Continue submitting claims to the National Tort Claim Center through the district tort claims coordinator.
Utilities, <u>except telecommunications.</u>	1) <u>eBuyPlus2, preferred method</u> 2) <u>Purchase card, only if supplier is not tied to municipality since eBuy Plus2 can't support Prompt Payment Act</u> 3) <u>PS Form 2551, only if related to third party payments (i.e., utility paid through property management company)</u> <u>PS Form 8230 (if eBuy or SmartPay purchase card is not available)</u>	a. Record the invoice number for a utility invoice using the utility-assigned account number, followed by the invoice month and year (e.g., 123456789DEC06). b. <u>If third-party payment, submit</u> Submit PS Form <u>25518230</u> and the original invoice using the eIWS OnLine Forms application at <u>https://olf.usps.gov/OLF/</u> electronically through the eIWS OnLine Forms application at <u>and file copies for 120 days</u> SIC. c. File a copy of PS Form 8230 and the invoice locally for 120 days <u>Contact the PSSC-Purchasing Support if you have questions.</u> days.

For questions about processing payments, open an incident (ticket) through the Accounting Help Desk:

- Open an incident online using the MyAccounting, self-service portal: <https://myaccountinghelp.usps.gov>.
- Telephone: 1-866-974-2733.

~~call the AHD at 866-974-2733.~~

For more information on ~~where to send~~ how to submit forms, go to: ~~hError! Hyperlink reference not valid.~~ [accounting/ doc/Forms for Payment.doc](#).

eIWS OnLine Forms Toolkit at ~~webpage~~ <http://blue.usps.gov/accounting/eiws/eiwsforms.htm>

Commonly Used General Ledger Account Numbers for PS Form 25518230

The following table lists the commonly used GLA numbers appearing on PS Form 25518230.

Description	GLA
<u>ADP Equipment Rental</u> <u>Health Benefit 202</u>	<u>5440151209</u>
<u>ADP Equipment Repair/Maintenance</u> <u>OSHA — Civil penalty</u>	<u>5451155324</u>
<u>ADP Services — Commercial</u> <u>OSHA — Criminal penalty</u>	<u>5233155325</u>

ADP Supplies OWCP — Third Party Claim	521715 1208
Clean Air Act — Employee Incentives Death Gratuity	565035 1273
Clean Air Act — Fees	56501
Commercial Banking Fees	52424
Contract Station Services	52301
Custodial and Building Supplies	52176
Custodial and Building Services	52313
Customer Service Meetings	56701
Damages to Property Other than Vehicle	54911
Electric Power for Motor Vehicles	54545
Electricity — Utilities—	54151
Energy Projects	52415
Equipment Rental	54411
Garbage and Sewage — Utilities	54153
Gas (Heating) — Utilities	54143
Interim Contract — Cleaning Services	52313
Lawn Service	52313
Local Transportation	52453
Medical Expenses — On the Job Injury or Illness	52427
Medical Expenses — Routine Examinations	52428
Miscellaneous Advertising Expense	52325
Miscellaneous Services	52419
Moving Expenses	54135
Official Telephone Private Residence	54146
Oil (Heating)	54142
Operating or Training Meeting Expense	56605
Other (Heating)	54144
Outside Printing and Reproduction	52435
Postal Supplies and Expendable Equipment	52101
Purchase of Compressed Natural Gas	52153
Rents Nonrecurring	54121

Payments

Safety Projects Expense	52417
Snow Removal	52313
Special Occasion Expenses — Post Office Dedication	56703
Telecommunications Equipment Rental	54406

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Direct all inquiries regarding any of the above types of payments to the Accounting Help Desk (AHD) at 866-974-2733. Have available the tax ID number, invoice number, invoice date, and amount.

19 Payments

This chapter describes the hierarchy and payment methods used when making payments. This chapter also contains the requirements, responsibilities, and procedures for making payments locally and by Accounting Services. This chapter includes the following subchapters:

Preferred Payment Methods Preferred Payment Methods

See part 2-4.7 for the separation of duties guidelines.

19-1.6 Non-Goods and Non-Services

PS Form 2551, *Non-Goods and Non-Services Payment Authorization*, is the method of payment for non-goods and non-services, such as Tort claims, OSHA fines, HB202 reimbursements, OWCP and other third-party payments.

The procedure for paying for non-goods and non-services are as follows:

- a. Use PS Form 2551 to certify and authorize payment only when other preferred payment methods are not possible.
- b. To prevent a delayed payment, ensure that PS Form 2551 is correctly completed and signed by the certifying official.
- c. Upon receipt of the payment request (invoice or other supporting documentation), immediately complete and submit PS Form 2551 and the original supporting documentation, such as an invoice (not a statement) using the eIWS OnLine Forms application at <https://olf.usps.gov/OLF/>. Submit one PS Form 2551 for each payment to be processed. The payables system records the payments for each invoice separately in order to prevent duplicate payments.

Additional information on submission of forms can be found on the eIWS OnLine Forms Toolkit webpage at <http://blue.usps.gov/accounting/eiws/eiwsforms.htm>

Documenting Payments

Documenting Payments 19-3 Supplier Check Problem Resolution

19-3 Supplier Check Problem Resolution Prompt Payment Act

Prompt Payment Act 1099-Reportable Vendor Payments

1099-Reportable Vendor Payments Quick Reference Payment Table

Note: There are account identifier codes (AICs) used throughout this chapter. Refer to Appendix [A, Account Identifier Code/General Ledger Account Crosswalk](#), for the titles and descriptions of AICs that are currently in use.

19-1 Preferred Payment Methods

19-1.1 Hierarchy

The preferred method for paying recurring Postal Service expenses is through electronic funds transfer (EFT). If EFT payment is not available or practical, field units should use the payment methods listed below in order of priority.

The preferred methods for payment of local purchases as follows:

- 1) In-house excess material including eBuyPlus Excess Items Catalog.
- 2) eBuyPlus — On catalog (EFT).
- 3) National/Area Contracts.
- 4) Purchase Card.
- 5) Purchase Card Checks (Extended lead time and approval required for check book issuance).
- 6) Non-Recurring Local Payments.
 - a. Cash for a purchase or expense, not to exceed \$35.
 - b. No-fee money order for a nonrecurring purchase within the limitations of Postal Service policies and procedures.

At field units, avoid cash payments. Pay in cash only in an emergency, except for locations with approved imprest funds.

Note: Use only one of the above methods to prevent duplication.

19-1.2 eBuyPlus Goods and Services (except Personal Service Contractors)

eBuyPlus is the preferred method for order placement after in-house excess resources have been checked. eBuyPlus is mandatory for all employees with intranet access.

- eBuyPlus is the Postal Service's web-based application for ordering goods and services.
- eBuyPlus allows users to order online from national mandatory and priority source contracts with order status checking, reconciliation, reporting, and electronic payment capabilities.
- eBuyPlus includes the ability to electronically certify payment for utility invoices, except telecommunications. (*Utilities* are electricity, natural gas, oil, metered fuel, water, and garbage and sewer services.) Telecommunications are paid through a national contract.

Obtain access to eBuyPlus through eAccess. For eBuyPlus assistance, contact the National Material Customer Service Center at 1-800-332-0317, and follow the prompts.

Note: Do not record purchases made through eBuyPlus on the unit's PS Form 1412, *Daily Financial Report*.

19-1.3 National / Area Contracts

National or area contracts or agreements are available service-wide or to specific geographical areas for Headquarters and/or field customer use.

- The availability of national/area contracts for specific supplies and/or services (i.e. snow removal) can be verified by contacting the Purchasing Shared Services Center (PSSC) at https://uspshelp.custhelp.com/app/home_pssc

Payments

- Multiple orders can be placed against these contracts and agreements, and these orders are not considered split purchases regardless of the payment method used as long as they do not exceed the ordering limits in the governing contract or agreement.

19-1.4 SmartPay Purchase Card

For information regarding purchase card payments, see [*Handbook AS-709, Purchase Card Local Buying Policies and Procedures*](#).

19-1.5 Local Payments

A local payment may be issued for a non-recurring local purchase to a supplier that is not in eBuyPlus and does not accept the Purchase card/Purchase card checks. All purchases of goods and services, regardless of payment type, require an approved eBuyPlus requisition.

Exception: Single Drawer Accountability (SDA) offices are not allowed to issue no-fee money orders. The Administrative Post Office that the SDA is assigned to must process all local payments.

Follow these steps for all local payments:

- Obtain funding approval for local purchases using eBuyPlus. Use of no-fee money orders as the selected payment method in eBuyPlus bulk funding approvals with recurring payments should be avoided.
- Record cash or no-fee money order payments on PS Form 1412. Use the AIC Crosswalk in Appendix [A](#) to identify the correct AIC.
 - Cash payments may not exceed \$35.
 - No-fee money order for a one-time local purchase within the limitations of USPS policies and procedures. The fee for the no-fee money order is reported in AIC 586 using reason code 29.
- To ensure consistency in the invoice certification process, use the following certification stamp format:

File the invoice, approved eBuyPlus requisition, and proof of payment locally as supporting documentation for the PS Form 1412 entries.

Payments for services (or a combination of services and supplies), greater than \$600 in a calendar year, are 1099-reportable. If 1099-reportable, do the following:

- Complete PS Form 8231, *Vendor Payment 1099 Reporting Form*, describing the services and submit using the eIWS OnLine Forms application at <https://olf.usps.gov/OLF/> the day that the payment is made.
- Keep a copy of PS Form 8231 and supporting documentation for 120 days from the end of the month in which the form was submitted.

See subchapter 1099-Reportable Vendor Payments for additional information.

19-1.5.1 Temporary Cash Payments

The procedure for making a local cash purchase is as follows:

- The manager or a designated employee documents the amount and reason for a temporary cash payment on a routing slip (buck slip), PSIN # O13, and gives this routing slip to the requesting employee. The temporary cash payment must not exceed \$35.
- The requesting employee presents the routing slip to a retail associate (RA).
- The RA issues the temporary cash advance and retains the routing slip in the cash drawer.

- d. When the requesting employee presents the original sales receipt (and change, if applicable) for items purchased to the RA, the RA must return the routing slip to the requesting employee.
- e. The RA records the payment in the appropriate AIC on PS Form 1412.
- f. The RA submits the original sales receipt as supporting documentation for the entry on PS Form 1412.
- g. The closeout employee maintains the original sales receipt with the approved eBuyPlus requisition (or PS Form 7381, if eBuyPlus is not available) as supporting documentation for the unit's PS Form 1412.
- h. The temporary cash advance transaction for cash purposes must be completed and settled by close of business the same day.

See part 2-4.7 for the separation of duties guidelines.

19-1.6 Non-Goods and Non-Services

PS Form 2551, *Non-Goods and Non-Services Payment Authorization*, is the method of payment for non-goods and non-services, such as Tort claims, OSHA fines, HB202 reimbursements, OWCP and other third-party payments.

The procedure for paying for non-goods and non-services are as follows:

- a. Use PS Form 2551 to certify and authorize payment only when other preferred payment methods are not possible.
- b. To prevent a delayed payment, ensure that PS Form 2551 is correctly completed and signed by the certifying official.
- c. Upon receipt of the payment request (invoice or other supporting documentation), immediately complete and submit PS Form 2551 and the original supporting documentation, such as an invoice (not a statement) using the eIWS OnLine Forms application at <https://olf.usps.gov/OLF/>. Submit one PS Form 2551 for each payment to be processed. The payables system records the payments for each invoice separately in order to prevent duplicate payments.

Additional information on submission of forms can be found on the eIWS OnLine Forms Toolkit webpage at <http://blue.usps.gov/accounting/eiws/eiwsforms.htm>

19-2 Documenting Payments

19-2.1 Recurring Payments

Recurring payments are payments that remain the same on an ongoing basis, such as contract cleaners and monthly landscaping charges.

For recurring payments that fall within local buying limits and policies included within *Administrative Support Manual* (ASM) 72 or [Handbook AS 709](#), payments may be made locally via the Purchase card or Purchase card checks.

If making recurring purchases to one or more merchants, consider whether establishing a contract would be more beneficial to the Postal Service and contact [Purchasing Support](#).

19-2.2 Advance Payments

Payments

If an invoice contains an itemization for services and supplies, report only the services.

The total invoice is reportable if the services and supplies are not itemized.

Example of IRS 1099-Reportable Services

Copier and printing services	Janitorial services
Overprinting of forms	Garbage removal
Mop head cleaning	Equipment repairs (labor)
Window cleaning	Vehicle repairs (labor)
Medical services	Vehicle washing
Pest control	Instructor services
Sign language interpreter	Lawn mowing, weed control, or landscaping
Equipment rental or lease	Snow removal services

19-6 Quick Reference Payment Table

Payment Process Table

The following table describes how to process different types of payments:

Type of Payment	Form	Process
Contractual payments.	None	a. Certify contract invoices using the certification stamp. b. Submit contract invoices to Accounting Services, Contractual Payables Branch.
Credit invoices (if originally paid using PS Form 2551).	PS Form 2551	a. Check credit box. b. Submit PS Form 2551 and credit invoice using the eIWS OnLine Forms application at https://olf.usps.gov/OLF/ . Note: Credit invoices are when a supplier owes money to the Postal Service such as in the case of over payment or duplicate payments. Do not submit credit invoices for recurring utility payments; these credits offset on future invoices.
Local payments (invoices for <i>non-recurring local purchases</i>) to suppliers not in eBuyPlus and that do not accept the Purchase card.	None	a. Issue no-fee money order (not to exceed \$10,000) or cash (not to exceed \$35). If a no-fee money order is issued, report the fee amount in AIC 586 and use Reason Code 29. b. Record payment on PS Form 1412. c. File invoice and proof of payment locally as supporting documentation. b. Note: If invoice is 1099-reportable, submit PS Form 8231 using the eIWS OnLine Forms application at https://olf.usps.gov/OLF/ .
Medical bills — invoices from medical facilities resulting from treatment of job-related injuries and pre-employment testing.	None	The expense purchase card or purchase card check may be used to pay for <i>medical</i> services, but only under the Purchase Card Local Buying Authority of the National and Area <i>Medical</i> Directors, who may re-delegate this authority to the Area and District Occupational Health Nurse Administrators (OHNAs).
OSHA payments.	See subchapter 20-4 .	

Telecommunications	None	Invoices processed directly through national contract.
Goods (supplies) and services.	None	a. Requisitioned through eBuyPlus. b. Follow preferred method hierarchy for payment of the goods and services.
Tort claims.	PS Form 2551	Claims less than \$5,000 a. Ensure the expense is applied to GLA 55216000. (Refer to ASM, chapter 25.) b. Submit PS Form 2551 using the eIWS OnLine Forms application at https://olf.usps.gov/OLF/ .
	PS Form 2198, <i>Accident Report — Tort Claim</i>	Claims between \$5,000 and \$50,000 and denials for claims under \$5,000 a. Submit PS Form 2198 and the General Counsel Authorization Letter (If the amount is greater than \$5,000) to the following address: TORT CLAIM PROCESSING ACCOUNTING SERVICES PO BOX 80471 ST LOUIS MO 63180-9471 b. File all supporting documentation locally.
	None	Claims greater than \$50,000: Continue submitting claims to the National Tort Claim Center through the district tort claims coordinator.
Utilities, except telecommunications.	1) eBuyPlus, preferred method 2) Purchase card, only if supplier is not tied to municipality since eBuy Plus can't support Prompt Payment Act 3) PS Form 2551, only if related to third party payments (i.e., utility paid through property management company)	a. Record the invoice number for a utility invoice using the utility-assigned account number, followed by the invoice month and year (e.g., 123456789DEC06). b. If third-party payment, submit PS Form 2551 and the original invoice using the eIWS OnLine Forms application at https://olf.usps.gov/OLF/ and file copies for 120 days. c. Contact Purchasing Support if you have questions.

For questions about processing payments, open an incident (ticket) through the Accounting Help Desk:

- a. Open an incident online using the MyAccounting, self-service portal: <https://myaccountinghelp.usps.gov>.
- b. Telephone: 1-866-974-2733.

For more information on how to submit forms, go to:

eIWS OnLine Forms Toolkit at <http://blue.usps.gov/accounting/eiws/eiwsforms.htm>