

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Finance, Budget, Acquisitions, and Planning

Office of Financial Management

Division of Payment Services

Effective: February 9, 2022

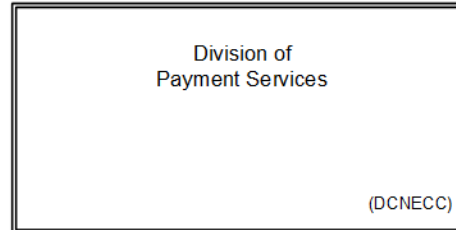
1. Division of Payment Services (DCNECC).

- A. Provides customer service to the Food and Drug Administration (FDA) Centers and Offices by disbursing funds timely and accurately in accordance with Federal Regulations, the Prompt Payment Act and FDA policies.
- B. Reviews all invoices for processing vendor payments assuring compliance with the Prompt Payment Act.
- C. Batches and submits daily payment request files to Treasury for acquisition sourced contract invoices, travel, and miscellaneous invoices.
- D. Returns improper invoices to vendors in accordance with the Prompt Payment Act.
- E. Coordinates with vendor and Center personnel in researching payment information.
- F. Responds to all Employee Resource and Information Center (ERIC) helpdesk invoice and payment inquiries as well as inquiries from center personnel.
- G. Prepares various reconciliations to ensure that schedules are properly accounted for and entered into the accounting system.
- H. Prepares and issues 1099 tax forms as required.
- I. Processes miscellaneous invoices including settlements, advances, royalties, samples, and employee miscellaneous reimbursements.
- J. Acts as liaison with the Department of Treasury to initiate payment tracers.

2. Authority and Effective Date.

The functional statements for the Division of Payment Services were approved by the Acting Commissioner of Food and Drugs on December 7, 2021, and effective on February 9, 2022.

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Office of Operations
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The following is the Department of Health and Human Services, Food and Drug Administration, Office of the Commissioner, Office of Operations, Office of Finance, Budget, Acquisitions, and Planning, Office of Financial Management, Division of Payment Services organization structure depicting all the organizational structures reporting to the Director:

Division of Division of Payment Services (DCNECC)