

SMG 1117.8322

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND
FUNCTIONS**

FOOD AND DRUG ADMINISTRATION

OFFICE OF OPERATIONS

OFFICE OF FINANCE, BUDGET AND ACQUISITIONS

OFFICE OF FINANCIAL OPERATIONS

OFFICE OF FINANCIAL SERVICES

DIVISION OF PAYMENT SERVICES

Effective Date: 07/08/2011

1. DIVISION OF PAYMENT SERVICES (DMMDCBB)

- A. Performs billing and collecting services for Headquarters accounts. Also, maintains internal control over processing of transactions to accounts, including application of batch controls to ensure accurate coding and making of necessary accounting transaction adjustments and corrections
- B. Review all purchase orders, receiving reports, and invoices for processing commercial payments made by FDA headquarters, assuring compliance with accounts and the Prompt Pay Act
- C. Coordinates with vendor and Center personnel in researching payment information
- D. Respond to all vendors inquires as well as inquiries from Center Personnel
- E. Prepares various reconciliations to ensure that schedules are properly accounted for and entered into the accounting system
- F. Reviews and distributes monthly accounting reports and processes corrections, as necessary
- G. Liaison with the Department of Treasury to initiate check traces
- H. Field activities provide account payable and account receivable functions for all field operations

2. AUTHORITY AND EFFECTIVE DATE

The functional statements for this Division were approved by the Secretary of Health and Human Services on July 8, 2011.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	01/13/2009	N/a	OC/OO/ OM/OMP	Commissioner of the Food and Drug Administration
Revision	07/08/2011	N/a	OO/OM	Secretary of the Department of Health and Human Services

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Organizations and Functions
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The following is the Food and Drug Administration, Office of Operations, Office of Finance, Budget and Acquisitions, Office of Financial Operations, Office of Financial Services, Division of Payment Services organization structure depicting all the organizational structures reporting to the Office Director.

DIVISION OF PAYMENT SERVICES