



United States Department of the Interior
OFFICE OF THE ASSISTANT SECRETARY - INDIAN AFFAIRS
Washington, D.C. 20240



National Policy Memorandum

Assistant Secretary - Indian Affairs
Deputy Assistant Secretary – Management

Effective: JUL 1 1 2014
Expires: JUL 1 1 2015

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Title: Accounts Payable 3-Way Match

1. Purpose

This memorandum establishes the requirements for the processing of payments at the Bureau of Indian Affairs (BIA) utilizing the Invoice Payment Platform (IPP).

2. Scope

This policy applies to all Indian Affairs (IA) headquarters, field and program staff under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including the BIA and the Bureau of Indian Education (BIE).

3. Policy

It is the policy of IA to comply with federal regulations and policy and direction from the Department of the Interior (DOI) and the Office of Management and Budget (OMB) to ensure adequate internal controls and reviews are established and implemented. IA has implemented the Financial and Business Management System (FBMS) in conjunction with the Treasury Electronic Invoicing System – Invoice Payment Platform. IA has implemented these procedures to ensure proper internal controls in compliance with Departmental guidance and OMB Circular A-123.

4. Procedures

The vendor submits a proper invoice via the Invoice Payment Platform (IPP). The receiving official submits a Goods Receipt or Service Entry Sheet into FBMS upon receipt of the goods/services or within 7 days. The vendor is paid when the 3-way match occurs (Obligation, Invoice, and Goods Receipt/Service Entry Sheet). The AP-Tech performs research, provides technical assistance, and resolves IPP workflow issues in order to ensure timely payment per the

Prompt Pay Act. The AP Tech also resolves issues during the audit conducted by the DAS-M Fiscal Service Treasury Certifying officer.

FBMS Work Step Instructions (WSI) and related training materials are updated regularly to reflect software and process enhancements. The most current WSI can be accessed by logging into the FBMS/PMO Portal here: https://www.fbms.doi.net/irj/portal/anonymous?guest_user=Anon_DOI

5. Authorities

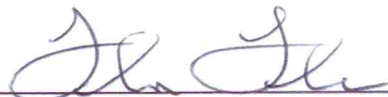
A. Statues and Regulations:

- 1) Federal Acquisition Regulation
(FAR): <http://www.acquisition.gov/far/html/FARTOCP07.html>
- 2) DOI Departmental Manual: <http://elips.doi.gov/elips/0/fol/1338/Row1.aspx>
- 3) General Services Administration Acquisition Regulation
(GSAR): <http://www.acquisition.gov/gsam/current/html/GSAMTOC501.html#wp436256>
- 4) Principles of Federal Appropriations Law, Vol. I, Chapter 5: Bona Fide Needs Rule:
<http://www.gao.gov/assets/210/202437.pdf>
- 5) Principles of Federal Appropriations Law, Vol. II, Chapter 7: Obligation of Appropriations: <http://www.gao.gov/assets/210/202819.pdf>

B. Guidance

- 1) DIAPR 2011-04, *IPP – Treasury Electronic Invoicing System Amend.2* (Sept. 2, 2011)
- 2) DIAPR 2012-11, *Class Deviation – Providing Accelerated Payment to Small Business Contractors* (Aug. 24, 2012)
- 3) DOI FMM 2013-011, *Prompt Payment Interest Rate* (Jan. 8, 2013)
- 4) IA Memorandum, *FBMS Requisitioner and Receiving Official Roles and Responsibilities* (May 13, 2013)
- 5) OMB 5 CFR Part 1315 Prompt Payment; Final Rule
- 6) FMM 2013-011 (Vol IX.D) Prompt Payment Interest Rate
- 7) FBMS Segregation of Duties (SoD) Policy

6. Approval



Thomas D. Thompson
Deputy Assistant Secretary – Indian Affairs (Management)



Date