



Date: May 21, 2008

In reply refer to: COD-APB

Subject: Electronic Administrative Initiative for Utility Invoices

To: USDA Agencies

The Department of Agriculture (USDA) Electronic Administrative Initiative for Utility Invoices is ready for implementation. This initiative is part of the USDA's Lean Six Sigma objective to automate and streamline invoice processing and place invoices under system control. The purpose of this memorandum is to inform your agency of the change required to the remittance address for new and current USDA Utility Invoices.

Effective Monday, June 2, 2008, USDA, Rural Development, located in St. Louis, Missouri, will become responsible for receiving and scanning utility invoices into the Enterprise Content Management (ECM) System. Once these documents have been scanned, they will be accessible by the Controller Operations Division (COD) personnel to be processed for payment.

A letter has been issued to USDA utility vendors, serviced by COD, informing them of the address change. To ensure a smooth transition to the new remittance address, we are requesting that each agency contact their utility vendors to ensure that all address changes have been made to their utility accounts. Beginning with the next billing cycle after June 2, 2008, the remit address for utility invoices serviced by the Controller Operations Division in New Orleans should be changed to:

USDA, Utility Invoices
(Insert Agency Name)
P.O. Box 66500
St. Louis, MO 63166

It is important to note that this new routing requirement for utility invoices will not impact the processing of paper invoices or invoices received via Electronic Data Interchange (EDI). If your agency receives utility invoices after June 2, 2008, they should be mailed to the address listed above or faxed to Rural Development at (314) 457-4583.

Note: Vendor(s) should include the USDA Agency name for the established accounts on the second line of the remit address. For the accounts that are serviced through EDI, **no change is required.**

If your agency has any questions concerning the remit address change, please contact the USDA's Controller Operations Division at (800) 421-0323 or 504-426-6430. You may also contact COD via email at misc@usda.gov.

Thank you for your cooperation in assisting the USDA in delivering service improvements.