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Title: II, Voucher and Invoice Payments Manual

Chapter: 3, Special Vendor Payments, Section 4, Telephone and Utilities Maintenance System (TUMS)

Bulletin: TUMS 03-1, Availability of TUMS Procedure

Date: October 17, 2003

To: Holders of the Telephone Vendors System (TELE) and Utility Vendors System (UTVN) Procedures

This bulletin announces the immediate availability of the Telephone and Utilities Maintenance System (TUMS) procedure on the National Finance Center (NFC) Web site.

TUMS is a USDA Web application, accessed through a link on the NFC home page, that processes data related to the payment of recurring invoices for commercial telecommunication services and equipment and public utility services. Telecommunication services are expanded to include, but are not limited to, Internet, cable television, and direct television services. TUMS is used to add, update, delete, and view telephone and utility accounts. These functions were formerly accomplished by completing Form AD-474, Transmittal-Telephone and Utilities, and forwarding it to NFC. Use of Form AD-474 was discontinued August 1, 2003.

Note: Please be reminded that invoices for a one-time charge for service or equipment must be submitted for payment on Form AD-838, Purchase Order. However, if a one-time charge (e.g., for the purchase of a wireless phone) is included on a recurring invoice, it will be processed through the internal TELE system.

To view and/or print this procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by Acronym/Name** or **List by Title/Chapter**, then search for TUMS on the list provided. If you are unable to print from the Web, you can request a printed copy by submitting Form AD-1083, Request for Action for Procedures/Reports, to the address or fax number printed on the form.

The TUMS procedure replaces the following external procedures:

- Title II, Chapter 3, Section 1, Utility Vendors System (UTVN)
- Title II, Chapter 3, Section 3, Telephone Vendors System (TELE)

Please discard all copies of these procedures.

Please refer questions about processing telecommunications and utilities invoices for payment to the Administrative Payments Branch, Miscellaneous Payments Section, at **504-255-4647** or via e-mail at *misc@usda.gov*. Please refer questions about using TUMS to the Quality Assurance Branch, Customer Relations Section, at **504-255-4851** . Refer questions about this bulletin to the Quality Assurance Branch, Documentation, Analysis, and Reporting Section, at **504-255-5322** or via e-mail at *nfc.pvct@usda.gov*.



CHARLES L. WALLACE, Director
Controller Operations Division

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