

DOCUMENT PROCESSING

SECTION A - GENERAL.**1. Introduction.**

- a. The need for proper document processing is the basis of the accounting system. The document must be properly numbered, executed, and routed in order for the official accounting records to be correct. Documents must also meet the requirements of the procurement regulations governing their use.
- b. It is particularly important that units follow these procedures for the procurement of documents most commonly used.

2. **Bill to Address.** Vendor invoices submitted directly to the FINCEN, must contain the correct Bill To Address. **For the following documents, use Post Office Box address:**

Address Title (Note 1)
 USCG Finance Center
 P. O. Box _____(Note 1)
 Chesapeake, VA 23327-XXXX (Note 1)

Note 1: Address Title and P. O. Box information for each document type are taken from the following table:

Document Type	Address Title	P. O. Box
14 Gov't Trans. Request (GTR)	Transportation	4101
14 Am Ex Gov't Travel Acct. (GTA)	GTA Subsidiary	4105
15 Gov't Bill of Lading (GBL)	Transportation	4101
17 Dity Move Shipments	Dity Moves	4102
17 All Others	Doc Type 17 (non TR/GBL)	4114
22 PO-Invoice-Voucher	Commercial Invoices	4115
23 Purchase Order/Delivery Order	Commercial Invoices	4115
26 Dining Facility	CG Dining Facility (Call Record)	4103
27 Auxiliary Patrol Orders	Auxiliary	4104
28 ISSA/MIPR/UNICOR	Interagency Agreements	4116
30 Training	SF182 Invoices	4108
32 Gov't Comm. Credit Card (IMPAC)	IMPAC (Credit Card)	4107
35 All Types	1080 Bills	4106
38 Blanket Purchase Agreement	BPA (Doc Type 38)	4117
44 Utilities - Electric	Utilities/Telephones	4109
45 Commercial Telephone Bill	Utilities/Telephones	4109
46 Utilities - Water	Utilities/Telephones	4109
49 Utilities - Natural Gas	Utilities/Telephones	4109
78 Travelers Checks	Travelers Check Subsidiary	4113
All Coast Guard Yard		4122
All Office of the Secretary of Homeland Security (OSHS)		4136

2. (cont'd) For all other Document types use:

CO
USCG Finance Center
1430A Kristina Way
Chesapeake, VA 23327

3. **Transmittal of Obligation Documents.**

- a. Introduction. The field will send obligation documents (Travel Orders, OF-347's, DD-1348's, etc.) to the FINCEN. (LUFS units should see the individual document type section of this chapter for hard copy mailing instructions).

DOCUMENTS SHOULD BE CLEARLY STAMPED "OBLIGATION COPY."

- b. Frequency and Method of Transmittals:

Hard Copy Transmittals:

- (1) Units reporting to a Group, MSO, or similar intermediate command level should mail obligation documents to the FINCEN when complete. Mail the documents using separate envelopes for different document types.
- (2) **Required obligation** documents from Group Offices/District/MLC/Headquarters units should be mailed to the FINCEN no less often than once a week. Use separate envelopes for different document types.

- c. Transmittal Documentation. No cover letter is required to submit documents to the FINCEN.
- d. **Transmittal of Obligation Documents.** For the following documents, use Post Office Box address:

Address Title (Note 1)
 USCG Finance Center
 P. O. Box _____ (Note 1)
 Chesapeake, VA 23327-____(Note 1)

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TIMELY SUBMISSION OF OBLIGATIONS REDUCES VENDOR COMPLAINTS, UNIT INTEREST PENALTIES, PES REPORT PROBLEMS, AND UNIT/FINCEN WORKLOADS.

4. Transmittal of Receiving Reports.

a. Introduction.

- (1) **Partial and final receiving reports are required to be sent to FINCEN** for procurements over \$2500, accomplished with an Order for Supplies or Services (CG-5398 or OF-347). **LUFS UNITS ARE REQUIRED TO TRANSMIT ALL RECEIVING REPORTS, REGARDLESS OF THE DOLLAR AMOUNT.** See the Pay Before Receiving Report (PBRR) procedures under Document Type 23 in this chapter.
- (2) When receiving goods or services, whether a full or a partial shipment, the receiving copy of the OF-347 must be filed in the unit procurement file.
- (3) Receiving reports must be transmitted via LUFS, E-mail, or by record message promptly after receipt of the goods or services. This allows for prompt payment to the vendor. **E-mail address is RECEIPTS/FINCEN.**

b. Frequency of Transmittal.

Non-LUFS Units:

- (1) Receiving reports must be submitted to FINCEN at least weekly.