

DOCUMENT NAME: Commercial Telephone Bill**DOCUMENT TYPE: 45**

1. **Description:** The Telephone Vendor bills for services provided during the past month. The services billed include not only normal monthly service charges and long distance charges but also may reflect other service charges such as equipment charges, line charges, etc.
2. **Primary Forms:** Telephone Vendor Bill
3. **Related Forms:** Communication Service Authorization
4. **Document Number:** Nonstandard Number - FINCEN assigned.

SAMPLE: 4504123456789004

<u>Document Type</u>	<u>FY Funded</u>	<u>Last 9 digits of account number</u>	<u>Suffix</u>
45	04	123456789	(Note 2)
		(Note 1)	

Note 1. If no account number is available use the last 9 digits of the phone number, excluding any numbers at the end that may not be dialed.

Note 2. Suffix will be according to the month of the fiscal year in which the service period ends. Example: A service period of Sep 7 to Oct 7 will have a suffix of 001. See Chapter 5 on document numbering.

5. **Accounting Line:**

SAMPLE: 2/F/401/136/30/0/AB/12345/2335

Note: Accounting line is supplied to the FINCEN by unit for initial set up. It will roll over each year under the recurring master program. If changes are made to the accounting line (i.e., Program Element Changes) the unit must contact the FINCEN immediately.

6. **FINCEN Critical Processing Requirements:**

- a. When establishing new telephone accounts, instruct the vendor to utilize the following bill to address:

Utilities/Telephones
 USCG Finance Center
 P. O. Box 4109
 Chesapeake, VA 23327-4109

6.
 - b. Obtain new account number from the vendor. Notify FINCEN utility processing section of the new account, effective date of service, vendor name, vendor remit to address and accounting data. This information will ensure timely and accurate processing when vendor invoices are received. Notification should be submitted to above address.
 - c. When authorizing changes to current service (i.e., additional equipment, line changes, discontinuance of service, etc.) copies of the service orders must be forwarded to the above address.
7. **Other Information:**
 - a. The accrual amount will be the amount of the last paid bill.
 - b. Cellular phone service must be obtained on a CG-5398 (or OF-347). See document type 23 for procedures.
 - c. See Chapter 12, section, page 12D-109 for information regarding use of the purchase card for telephone payments.
8. **FPD Information:** Standard generic input is made through the Simplified Acquisitions Applet under the Miscellaneous Obligations Changes icon.
 - a. Obligations for this document type are not transmitted via FPD. A hard copy of this document must be mailed to FINCEN so the recurring master can be entered into CGOF.
 - b. This document is entered in FPD using the Simplified Acquisitions Applet. The suffix will increment by 1 for each new accounting entry starting with 001 regardless of the accounting effective date. To create accounting lines using the same suffix and varying effective dates (quarterly/annual) use the [F7] MOD AMT key when the first accounting line for that suffix is highlighted.

9. Document Flow:

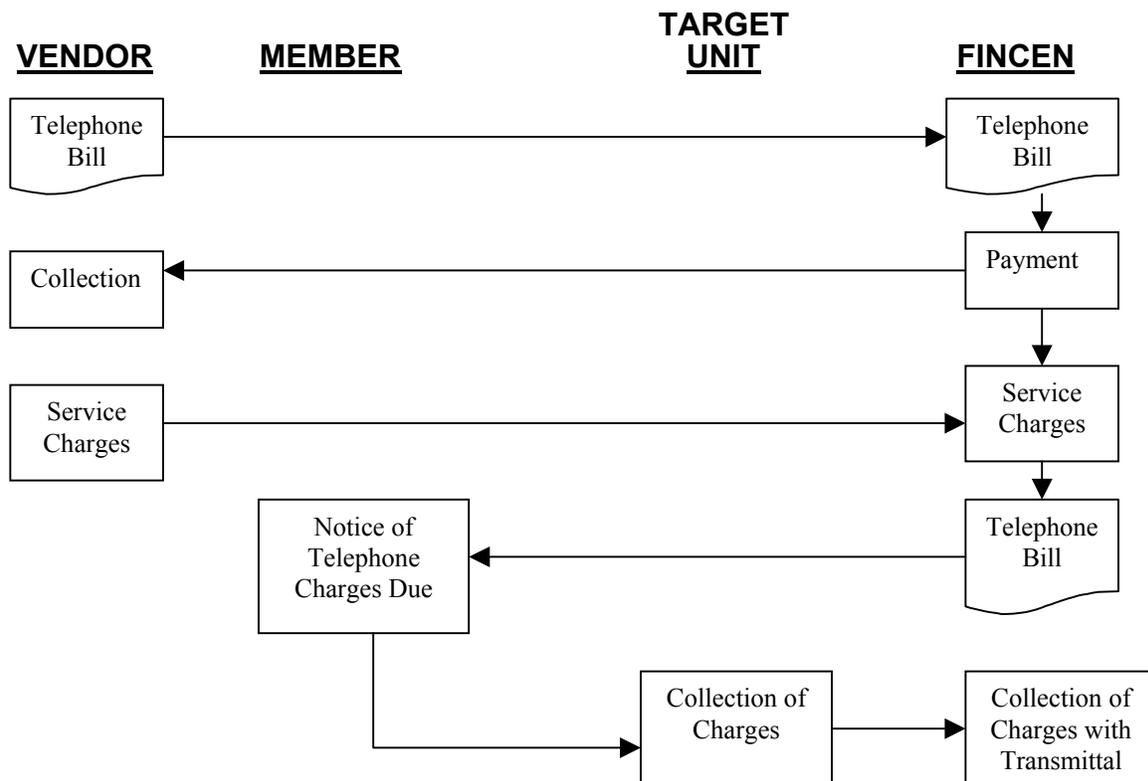


Figure 12G-12 Commercial Telephone Bill

- Figure 12G-12 describes the procedures for processing Telephone Bill.
- The original telephone bill is received from the telephone company at the FINCEN. It is reviewed for propriety of charges. Payment is made directly to the telephone company. Bills are addressed to the FINCEN using routing symbols in Appendix L.

- c. Members are notified by the unit of any reimbursement for telephone charges plus an additional 3% for federal excise tax due to the Coast Guard. The unit collects the money. The transmittal is forwarded with the actual collections to the following address:

U. S. Coast Guard
 ART/Others
 P. O. Box 403391
 Atlanta, GA 30384-3991

- d. When a unit authorizes changes to current telephone service (i.e., additional equipment, line changes, discontinuance of service, etc.) copies of service orders should be forwarded to FINCEN (OPC5B).

10. Sample Forms: None.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
4504123456789004	085	04025F111	12345	2335	0.00	0.00	95.00	0.00
4504123456789004	145F	04045F111	12345	2335	0.00	0.00	95.00-	95.00

12. References: None.