

2. c. (4) For 40 series document types that are billed monthly, the FPD unit assigns suffixes corresponding to each month in a fiscal year. (i.e., 001 - Oct, 002 - Nov, 003 - Dec, etc.). The last two characters of the suffixes correspond to each month in a fiscal year. The following list illustrates the month versus the suffix:

<u>MONTH</u>	<u>BASIC SUFFIX</u>	<u>FIRST ACCTG MOD</u>	<u>SECOND ACCTG MOD</u>
OCT	001	101	201
NOV	002	102	202
DEC	003	103	203
JAN	004	104	204
FEB	005	105	205
MAR	006	106	206
APR	007	107	207
MAY	008	108	208
JUN	009	109	209
JUL	010	110	210
AUG	011	111	211
SEP	012	112	212

NOTE: When additional payments are made, accounting technicians pay these bills outside of the Recurring Charge module in WINS and the basic suffix showing months, does not change. The modified suffixes (first digit of the three) will be used only when a field in the document changes, such as a field in the accounting line or if the vendor changes. For example, a suffix of 106 shows the first change (not an additional payment) for the March accrual. When this is done the 006 suffix will be fully credited out and the 106 becomes the primary suffix in the accounting system for March transactions.

- d. Positions one through thirteen of the standard document number provide the unique information needed to identify each transaction and simplify research on inquiries. For example, if a commercial purchase order/contract inquiry is received, the research can center around the unique document number in one file instead of researching SF-44 logs, purchase order logs, and contracts. The document number is not limited to specific appropriations, operating guides, etc. but can be used for any financial transaction initiated by the unit.

3. Standard Document Number Crosswalk:

Document Number 23 08 90 8 FAB001
(Unit Requisition Number)

Order Number HSCG-90-08-P-FAB001
(Purchase Order Number)

Note: The ninth position of the order number is a capital letter assigned to indicate the type of instrument code. These codes, their descriptions and the corresponding document types are as follows:

3. (cont'd)

<u>INSTRUMENT CODE</u>	<u>DESCRIPTION</u>	<u>DOCUMENT TYPE</u>
A	Basic Agreement, Basic Ordering Agreement, BPA, and BPA calls In FPD (excluding Supply Fund)	38
	Basic Agreement, Basic Ordering Agreement, BPA, and BPA calls In FPD (Supply Fund-covers all subsistence)	26
C	Definitive Contract Action-stand alone Contracts - require Contracting Officer approval for payment	24
D	Indefinite Quantity, Definite Quantity And Requirements contracts – require Contracting Officer approval for payment	24
F	Orders placed against a contract (1) administered by another Government agency, e.g., GSA, Dept. of Veterans Affairs, OPM, (2) another Government agency's or department's contract, (3) National Industries for the Blind, National Industries for the Severely Handicapped, And UNICOR (see P below) (except GPO)	
	<u>Do not require</u> Contracting Officer approval	23
	<u>Require</u> Contracting Officer approval	24
J	Orders placed against contracts administered by DHS or any DHS component including USCG	
	<u>Do not require</u> Contracting Officer approval	23
	<u>Require</u> Contracting Officer approval	24
K	Acquiring permanent real estate interests (fee simple or easement) by purchase or Condemnation. Does not include leasehold Interests (land or space) in real property	
	<u>Do not require</u> Contracting Officer approval	23
	<u>Require</u> Contracting Officer approval	24
L	Leasing real property and supplies Or equipment. Do not use for Interagency Agreements.	40
N	Construction or service purchase. Do not use for delivery or task orders. Require Contracting Officer approval	24