

PAYMENT PROCEDURES

CARDHOLDERS:

- 1. CONFIRM PURCHASES & DOLLARS**
- 2. WRITE DESCRIPTIONS ON STATEMENT**
- 3. SIGN BACK OF STATEMENT**
- 4. PREPARE QUESTIONED ITEM FORMS (QIF) IF NEEDED. FAX QIF AND RECEIPT TO FIRST BANK (701) 461-3466.**
- 5. HAND CARRY TO APPROVING OFFICIAL FOR SIGNATURE**
- 6. TRACK DISPUTED PURCHASES**
- 7. CARDHOLDER'S STATEMENT & PURCHASE RECORDS TURNED OVER TO A/O.**

PAYMENT PROCEDURES

(CONT'D)

APPROVING OFFICIALS:

- 1. DATE-STAMP BUSINESS ACCOUNT SUMMARY (BAS) UPON RECEIPT
(FAILURE TO DATE STAMP CAUSES DATE OF RECEIPT OF BAS TO REVERT TO DATE OF STATEMENT-23RD OF MONTH)**
- 2. VERIFY AMOUNTS**
- 3. ENTER AMOUNT TO BE PAID ON PAGE 1 OF SUMMARY (THIS AMOUNT SHOULD BE "CURRENT BILLING ACTIVITY")**
- 4. DEDUCT ANY DISPUTED PURCHASES FROM AMOUNT CERTIFIED FOR PAYMENT.**
- 5. CERTIFY BY SIGNING CERTIFICATION STATEMENT ON REVERSE OF BAS**
- 6. FORWARD BAS TO DEFENSE ACCOUNTING OFFICE (IF DFAS ROME, USE POST DISTRIBUTION SYSTEM)**