

RAAUZYUW RUDIDFE0001 0351805-UUUU--RHMCSUU.

ZNR UUUUU

R 041805 FEB 09 ZYB

FM DFAS INDIANAPOLIS IN//ADIP//

TO AIG 4579

INFO DFAS INDIANAPOLIS IN//ADIP//

BT

UNCLAS

MSGID/GENADMIN/DFAS-ADIP//

SUBJ/UNRECORDED OBLIGATIONS \$2,500 OR LESS (ACCTG POL

IMPL MSG 09-04)//

REF/A. DODFMR VOLUME 3, CHAPTER 8, PARAGRAPH 0814, AND

CHAPTER 11, PARAGRAPH 110501.//

RMKS/1. ACTIVITIES ARE REMINDED THAT IAW REFERENCE A ABOVE, WHEN THE ACCOUNTING OFFICE IDENTIFIES THAT AN OBLIGATION HAS BEEN INCURRED BUT NOT RECORDED IN THE OFFICIAL ACCOUNTING RECORDS, THE ACCOUNTING OFFICE IMMEDIATELY SHALL RECORD AN OBLIGATION WHEN THE DOLLAR AMOUNT IS \$2,500 OR LESS.

2. PRIOR TO RECORDING AN OBLIGATION, THE ACCOUNTING OFFICE RESPONSIBLE FOR THE OFFICIAL ACCOUNTING RECORDS OF THE FUND HOLDER SHALL HAVE EITHER OF THE FOLLOWING:

A. A COPY OF THE OBLIGATION DOCUMENT(S) VIA E-MAIL, FAX, OR OTHER DOCUMENTED MEANS (E.G., CONTRACT, CONTRACT AMENDMENT, LETTER CONTRACT, PURCHASE ORDER, REIMBURSABLE ORDER, LEASE AGREEMENT TRAVEL ORDER, ETC.) THAT WILL SUPPORT AN OBLIGATION.

B. EDI TRANSACTION SET THAT REPRESENTS AN OBLIGATING DOCUMENT OR SUPPORTS AN OBLIGATION.

3. WHENEVER THE ACCOUNTING OFFICE RECORDS AN OBLIGATION, THE APPROPRIATE FUND HOLDER SHALL BE NOTIFIED IMMEDIATELY AND SUCH NOTIFICATION SHALL BE VIA E-MAIL, FAX, OR OTHER DOCUMENTED MEANS.

4. POCS:

A. ACCOUNTS PAYABLE, 317-510-2984

B. ACCOUNTING PROCEDURES, 317-510-8721//

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