

GUIDELINES

DIVISION OF SANITATION FACILITIES CONSTRUCTION

Office of Environmental Health and Engineering
Navajo Area Indian Health Service
Window Rock, Arizona

CHAPTER 9--NECA

Section 2: N.E.C.A. Invoices
Guideline No. 9.2 (07-08)
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Supersedes: G 9.2 (88-7), G 9.2 (86-8) G 84-2. G 81-4

Distribution: Standard List
General Manager, NECA

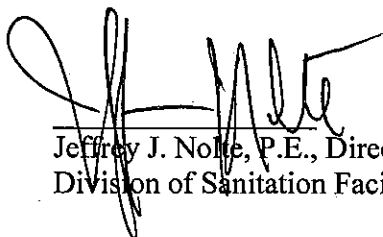
As a result of implementation of the Job Cost Accounting System by NECA for P.L. 86-121 projects, we updated the procedures for processing NECA invoices. The main objective is to process NECA invoices as quickly as possible, allowing NECA to operate without borrowing money to pay for its day-to-day business. A second objective is to reduce the paperwork for our Accounting Section and, thus, reduce the opportunity for errors.

NECA sends a white copy of each invoice to the Area Office at the same time they send a gold copy to the Project Engineer / Manager. To insure that invoices are paid in an expeditious manner, each Project Engineer / Manager must review, confirm that sufficient project funding is available, and send the gold copies of invoices to SFC Accounting within a week of receipt. Insufficient funding issues should immediately be discussed with the District Engineer. The District Engineer will contact the Deputy Director to discuss proposed insufficient funding resolutions. If the gold copy is not received in Area Office within 14 days of receipt of the white copies, the invoice will be processed for payment. Adjustments to invoices which have already been paid will only be accepted under unusual and extenuating circumstances.

These documents are an integral part of any audit and should be filed in a neat and orderly manner in the field office. All documents must be retained for three years after transfer of a particular project.

If an invoice is incorrect for any reason, the Project Engineer / Manager should immediately contact the Deputy Director, DSFC and the NECA Liaison to discuss the problem and the proper procedures for resolution. In most cases the gold copy is sent to the Area Office for payment at the invoiced amount with a note documenting how reconciliation will occur on subsequent invoices. It is the Project Engineer / Manager's responsibility to confirm that subsequent invoices include the required corrections (credits, etc.).

APPROVED BY:



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