



United States Department of the Interior
OFFICE OF THE SECRETARY
NATIONAL BUSINESS CENTER
Washington, DC 20240



- IMPORTANT NOTICE -

Payment Processing During New Financial System Migration

The U.S. Department of the Interior's National Business Center (NBC) would like to inform vendors that because of an upcoming conversion to a new financial system, our payment schedule will be affected.

Please submit your invoices in a timely manner to avoid payment delays.

- All proper FY2011 invoices received by the NBC Fiscal Services Branch before **October 21, 2011** will be processed for vendor payment on time. Please note that payments processed in October will not be against any FY2012 funds/obligations.
- During the transition period, only emergency invoices will be processed. Processing of all other invoices submitted between **October 22, 2011 and November 14, 2011** will resume when the new financial system becomes available, on **November 14, 2011**.

The U.S. Department of the Interior's National Business Center (NBC) processes invoices in accordance to The Prompt Payment Act (5 CFR Part 1315 – Formerly *OMB Circular A-125*).

For assistance, please contact NBC Fiscal Services Branch at 303-969-7378.

