

# AFM – Accounting Policy Memo: 2004-1.

## Internal Guidance Memo

To: Region/Center Accounting Offices  
Washington Accounting Operations Division, AFM-200

From: Deputy Director, Office of Financial Management, AFM-2

Date: 1/29/04

Re: Policy pertaining to the processing of IPAC transactions.

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DATE Distributed: January 20, 2004

### **Background:**

The FAA received a Notice of Finding and Recommendation (NFR) as part of the FY 03 Financial Statement audit recommending that we process Intra-governmental Payment and Collection (IPAC) transactions more expeditiously. The Department of the Treasury Payable Interagency Agreement Guide, First Edition, May 2002, specifies that IPAC adjustments or rejections of IPAC collections should be completed within 90 days. The link to the full Treasury guide is as follows:

<http://www.treas.gov/offices/management/dco/procurement/policy/ab0221.pdf>

### **New Policy:**

All accounting offices should adhere to Treasury's policy. IPAC transactions must be cleared within ninety days from receipt. If there are extenuating circumstances why this cannot be accomplished, it should be documented. When prioritizing the processing of the transactions within the 90-day period, consider the materiality of the accounts. When possible, the largest dollar value items should be processed first. Any supplements that elaborate on this policy shall be submitted to AFM-2 for approval.

**Effective Date:** The policy in this guide is in effect immediately and should be followed until further notice.



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