

Financial Management Operations MS 6000

Green Vinyl Bag Instructions to help Expedite the Delivery of Mail to FMO

Red Inter-department envelopes

- Rush Documents for Payments
- New Vendor Set ups (W9's)
- Certification of Foreign Status Forms
- Direct Deposit Forms

Blue Inter-department envelopes

- Travel Invoices
- Travel Advances
- CBA's
- Rentals Car Statements/Invoices
- Hotel Bills

Manila Inter-department envelopes (Area must be labeled on envelope)

Areas located within FMO

- Accounts Payable
- Account Support Services
- AFR
- Banking
- Fiscal Requests
- General Accounting
- Property Management
- Sales and Receivables
- State Reporting
- Training and Security
- Voucher Corrections