



DEFENSE CONTRACT AUDIT AGENCY
EASTERN REGION
ATLANTA BRANCH OFFICE
2250 NEWMARKET PARKWAY, SUITE 124
MARIETTA, GEORGIA 30067-8749

IN REPLY REFER TO

1101/290.8/kb

November 28, 2001

Ms. Jilda D. Garton
Associate Vice Provost for Research
Georgia Institute of Technology
Georgia Tech Research Corporation
505 10th Street
Atlanta, GA 30332-0420

GTRC

*(this only applies to contracts -- not
to grants or cooperative agreements)*

Dear Ms. Garton:

Your company is authorized to submit interim vouchers directly to Defense Finance and Accounting (DFAS), National Aeronautics and Space Administration (NASA) and/or Maryland Procurement Office (MPO) paying offices based on the enclosed DCAA authorization memorandum. The authorization is contingent upon the continued (1) maintenance of adequate billing system internal controls for the preparation of public vouchers and (2) submission of incurred cost proposals in accordance with FAR 52.216-7, Allowable Cost and Payment contract clause. If the authorization is subsequently rescinded by DCAA, you will be notified immediately and the requirement to submit interim vouchers to DCAA will be reactivated.

A copy of this letter is being sent to your cognizant ACO. In addition, a copy of this letter is being sent to the DFAS, NASA and MPO paying offices notifying them that you are authorized to submit vouchers directly. You informed us that your Commercial and Government entity (CAGE) code is 1G474. If this code is not correct, please notify us immediately. DFAS requires a correct CAGE code to process payments of vouchers.

When submitting interim vouchers directly to the government paying offices, one copy of the DCAA authorization memorandum should be forwarded with the voucher; the signature block on the voucher should state: "Direct Submission Authorized." A copy of the first voucher should be furnished our office to notify us of new contracts/orders.

If you have any questions regarding this letter, please contact Mr. David H. Cox, Supervisory Auditor, at (678) 742-3624.

xc: B. Simpkins

~~D. Fortner~~

J. Doddard

C. Duffy

J. Fortner

L. Gill

N. Perez

D. Mobley

(3pp)

Sincerely,

Cheryl Zeigler Anderson

Cheryl Zeigler Anderson
Branch Manager,
DCAA Atlanta Branch Office

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November 28, 2001

Ms. Jilda D. Garton
Associate Vice Provost for Research
Georgia Institute of Technology

Enclosure

DCAA Authorization Memorandum

Copy furnished (with Enclosure)

Office of Naval Research, Atlanta Regional Office (ATTN: Ms. Nancy Camp)

DFAS Columbus Paying Office

NASA Ames Research Center (ATTN: Mr. Charles W. Duff)

NASA John H. Glenn Research Center (ATTN: Mr. Bradley J. Baker)

NASA Goddard Space Flight Center (ATTN: Mr. Michael J. Ladomirak)

NASA John F. Kennedy Space Center (ATTN: Mr. James E. Hattaway)

NASA Langley Research Center (ATTN: Ms. Kimberly G. Stone)

NASA George C. Marshall Space Flight Center (ATTN: Mr. Stephen P. Beale)

NASA John C. Stennis Space Center (ATTN: Ms. Rebecca S. Dubuisson)

Maryland Procurement Office, Finance and Accounting Office

Maryland Procurement Office (ATTN: Mr. William S. Rhodes)

GTRC (ATTN: Mr. Chuck Duffy)



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MEMORANDUM FOR GOVERNMENT PAYING OFFICE

SUBJECT: Authorization for Direct Submission of Public Vouchers

Georgia Tech Research Corporation (GTRC) (1) maintains an adequate billing system and (2) submits its incurred proposals in accordance with FAR 52.216-7, Allowable Cost and Payment contract clause. Therefore, this contractor is permitted to directly submit public vouchers on government contracts without DCAA advance approval. By attaching one copy of this memorandum, and indicating in the signature block of the voucher that "Direct Submission [is] Authorized," the contractor is representing that DCAA has authorized direct submission of public vouchers to the DFAS paying office by GTRC. DCAA will continue to review GTRC's procedures for preparing public vouchers as part of our ongoing surveillance of the contractor's billing system. The contractor's CAGE (Commercial and Government Entity) code is 1G474.

Please direct any questions regarding this memorandum to Mr. David H. Cox, Supervisory Auditor, at (678) 742-3624.

Cheryl Zeigler Anderson
Branch Manager,
DCAA Atlanta Branch Office



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Dear Ms. Garton:

As part of our continuing effort to improve the direct billing program, we have eliminated the requirement that companies participating in the direct billing program must submit the first voucher on each new contract to DCAA for prepayment review and approval. Accordingly, your company is authorized to submit first vouchers on each new contract directly to DFAS, NASA, MPO, and USACE disbursing office(s) based on the previously provided DCAA authorization memorandum. However, your company will be required to provide our office with a copy of the first voucher within five days of submission to the appropriate disbursing office. This change in direct billing program should help decrease contract payment cycle time and assure that our office continues to be notified of new contracts in a timely manner.

The direct billing authorization continues to be based upon the (1) maintenance of adequate billing system internal controls for the preparation of public vouchers and (2) submission of incurred cost proposals in accordance with FAR 52.216-7, Allowable cost and Payment contract clause. If the authorization is subsequently rescinded by DCAA, you will be notified immediately and the requirement to submit interim vouchers to DCAA will be reactivated.

A copy of this letter is being sent to your cognizant ACO (ONR-Atlanta Regional Office). In addition, DCAA has notified the appropriate DFAS, NASA and USACE offices that contractors approved for direct billing are allowed to submit the first voucher on new contracts directly to government disbursing office(s). When submitting first vouchers directly to the government disbursing offices, one copy of the DCAA authorization memorandum should be forwarded with the voucher; the signature block on the voucher should state: "Direct Submission Authorized." If you are submitting MPO vouchers, the original MPO voucher should be sent to the disbursing office with a copy to the Contracting Officer Representative for each MPO contract.

cc: B. Simpkins; D. Farmer; J. Hodland; C. Duffy; J. Fortner; L. Bill; N. Perez; D. Motley

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Ms. Jilda D. Garton,
Associate Vice Provost for Research
Georgia Institute of Technology

November 28, 2001

If you have any questions regarding this letter, please contact Mr. David H. Cox,
Supervisory Auditor, at (678) 742-3624.

Sincerely,



Cheryl Zeigler Anderson
Branch Manager
DCAA Atlanta Branch Office

Copy furnished:

Cognizant ACO, Office of Naval Research,
Atlanta Regional Office (ATTN: Ms. Nancy Camp)
DFAS-Columbus, OH
NASA Ames Research Center (ATTN: Mr. Charles W. Duff)
NASA John H. Glenn Research Center (ATTN: Mr. Bradley J. Baker)
NASA Goddard Space Flight Center (ATTN: Mr. Michael J. Ladomirak)
NASA John F. Kennedy Space Center (ATTN: Mr. James E. Hattaway)
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DCAA, David H. Cox