

Process Steps for Certifying Farm Bill Payments

Purpose: To ensure accurate and timely Protracts payments to all Farm Bill participants.

Scope: All customers participating in Farm Bill programs paid through Protracts.

| Process Step | Roles & Responsibility | Inputs | Control | Resources | Output |
|--|------------------------|--|--|------------------|--|
| 1. Review payment packet submitted by Voucher Examiner | Certifying Officer | Payment packet from Voucher Examiner: <ul style="list-style-type: none"> ▪ PG document ▪ Checklist ▪ Articles of incorporation ▪ Invoices/Receipts ▪ Power of Attorney form ▪ AFO-signed and participant-signed CCC-1200 or AD-1156 ▪ CCC-1245 ▪ 1199A | Appropriations Law Manual, Certifying Officer's Manual, General Manual | Voucher Examiner | Payment packet is requesting payment to the correct participant in the correct amount. |
| 2. Review and verify electronic data base records | Certifying Officer | CCC-1245, PG document in FFIS | FFIS Manual, Certifying Officer's Manual | Computer | Electronic and Payment packet records match |
| 3. Certify PG (payment document) in FFIS | Certifying Officer | FFIS | FFIS Manual | Computer | Payment made to correct participant in the correct amount. |
| 4. Document on CCC-1245 date payment was made and PG number. | Certifying Officer | CCC-1245 | Certifying Officer's Training Manual, General Manual | Staff time | Documentation of payment certification is established. |

Tested: 10/04/2005

Approved: /s/ Richard Van Klaveren
 Richard Van Klaveren, State Conservationist

Date: 10/25/05