

Supply Fund Printing Cost Obligations

1. PURPOSE:

This bulletin provides Department of Veterans Affairs (VA) Supply Fund policy and procedures for processing and obligating funds for printing for the Office of Acquisition and Materiel Management (OA&MM). Policies and procedures for obligating funds for printing from other VACO VA customers are contained in OF Bulletin 03GA1.04.

2. BACKGROUND:

Currently, the Publication Control Officer (PCO) assigned to the Publications Service Staff (0497) obligates printing projects pending receipt of invoices from the Government Printing Office or printing contractor. Printing projects from OA&MM are submitted to the Publications Service for review and funds certification.

3. PROCEDURES FOR OBLIGATING PRINTING COSTS:

To ensure that printing obligations and subsequent adjustments to obligations are recorded timely, the following procedures should be followed:

- a. The OA&MM (0497) PCO will prepare a VA Form 7700 with the job's final cost and the markup percent.
- b. The PCO will assign a control number to the VA Form 7700 and sign the VA Form 7700, and forward the complete original VA Form 7700 to the Chief, Publication Service who will certify adequate funding available by signing in the remarks section of the VA Form 7700.
- c. The Publications Service Staff will forward the original VA Form 7700 to VACO Fiscal Operations and Travel section (047F) after procuring the requested printing product for processing into the Financial Management System (FMS). This procedure is only for OA&MM orders. Other VA customers follow the procedures in 03GA1.04, which calls for establishment of an estimated obligation and then reconciliations when the final price is determined. Because these orders are within OA&MM Supply Fund, 047 approved the process whereby, Pubs certifies funds are available, places the order with GPO, and then processes an obligation and payment for the final price. This process avoids extra work by CO fiscal.

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4. RESPONSIBLE OFFICE:

The OA&MM Publications Service Staff (0497) is responsible for the proper implementation of the requirements of this bulletin.

5. REFERENCES:

MP-4, Part V, Chapter 1 and OF Bulletin 03GA1.04.

6. QUESTIONS: Questions concerning this bulletin should be addressed to:

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