



UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, D.C. 20230

ITA Accounting Memorandum 2008 -04

AUG 25 2008

MEMORANDUM FOR: International Trade Administration
Catherine Roberts
FROM: Catherine Roberts, Director of Accounting and Financial Systems
SUBJECT: Overseas Financial Management Services Provided by the
Department of State

It is International Trade Administration (ITA) policy that financial management services at overseas posts are provided exclusively by the Department of State. These services include, but are not limited to: invoice certification and payment, accounting, financial reporting, collections and deposits, cashiering, and payroll for Foreign Service Nationals and individuals having Personal Service Agreements with ITA. ITA reimburses the Department of State for financial management services through the International Cooperative Administrative Support Services (ICASS) System.

Overseas personnel will not deviate from the ITA policy regarding the use of the Department of State for financial management services without written approval in advance from the ITA Director of Accounting and Financial Systems, ITA Office of Financial Management (OFM.) Requests for approval, accompanied by justification, should be submitted to:

Catherine Roberts
ITA Office of Financial Management
Director of Accounting and Financial Systems
Room 4112, HCHB

This Accounting Memorandum updates and replaces Accounting Memorandum 2006-10, dated June 6, 2006.

If you have any questions, or need additional information, please contact Catherine Roberts at 202-482-3153 or at Catherine.Roberts@mail.doc.gov.

Cleared: _____

Jim Donahue
Jim Donahue, Deputy Chief Financial Officer