



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

SEP 26 2008

ITA Accounting Memorandum 2008 – 12 (Revised)

MEMORANDUM FOR: Program Managers and Resource Coordinators
FROM: *Catherine Roberts*
Catherine Roberts, Director of Accounting and
Financial Systems
SUBJECT: Lockbox Addresses

Citibank, our lockbox contractor, has advised us that there is a change in the delivery addresses for items sent by mail and overnight delivery services. This change is effective immediately. Mail sent to the old Post Office address will be forwarded to the new site to allow for those items currently in the mail to arrive safely.

The **lockbox mailing address** is:

ITA
PO Box 71053
Philadelphia, PA 19176-6053

The **lockbox delivery address** for FedEx, UPS, DHL, etc. is:

ITA
c/o Citi
500 White Clay Center Drive
Newark, DE 19711

We would appreciate your assistance in distributing this Accounting Memorandum within your Program Area.

Accounting Memorandum 2006-12 (Revised) and Accounting Memorandum 2008-12, Lockbox Addresses, are hereby rescinded and should be destroyed.

Cleared: *Jim Donahue*
Jim Donahue, Deputy Chief Financial Officer

