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ITA Accounting Memorandum 2006 – 10

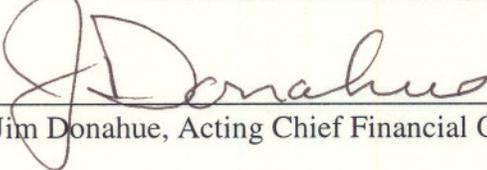
MEMORANDUM FOR: International Trade Administration
FROM: Leslie Hyland, Director of Accounting and Financial Systems
SUBJECT: Overseas Financial Management Services Provided by the Department of State

It is International Trade Administration (ITA) policy that financial management services at overseas posts will be provided exclusively by the Department of State. These services include, but are not limited to, invoice certification and payment, accounting, collections, and cashiering. ITA reimburses the Department of State for financial management services through the International Cooperative Support Services (ICASS) system.

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

Leslie Hyland
OFM/Accounting and Financial Systems
Room 4112, HCHB

If you have any questions, or need additional information, please contact Leslie Hyland at 202-482-5434 or at Leslie.Hyland@mail.doc.gov.

Cleared: 
Jim Donahue, Acting Chief Financial Officer

