



DEPARTMENT OF THE TREASURY  
FINANCIAL MANAGEMENT SERVICE  
P.O. BOX 51318  
PHILADELPHIA, PA 19115-6318

To All Federal Agencies For  
Which Financial Services Are  
Provided By The Philadelphia  
Financial Center (PFC)

Management Letter No. 06-04  
July 26, 2006

On August 4<sup>th</sup>, 2006, the Financial Management Service (FMS) will be shutting down its Hyattsville Regional Operations Center (HROC) to facilitate an upgrade to its back-up capability. As a result, the deadline for submitting daily payment requests to the Philadelphia Financial Center (PFC) on August 4 will be impacted in the following ways:

- All daily payment requests for check and Automated Clearing House (ACH) payments, including the payment files and subsequent certifications, must be submitted no later than 2:30 PM EDT on August 4<sup>th</sup>
- All same day payment requests must be submitted no later than 5:00 PM EDT on August 4<sup>th</sup>

Please take these timeframes into careful consideration as you plan for your August 4<sup>th</sup> payment activity. Payment files and certifications submitted after the deadline on August 4<sup>th</sup> will not be processed and therefore will need to be re-submitted on the next available business day. Additionally, PFC urges its customer agencies to caution against misusing same day payment requests as an alternative to check or ACH payments that cannot be made by the 2:30 PM EDT deadline on August 4<sup>th</sup>. Same day payment requests should only be used for payments exceeding \$100,000 and for emergencies, in accordance with the Treasury Financial Manual (TFM) at Volume I, Part 6, Chapter 8000, Section 8040.

Please contact Matt Helfrich at (215) 516-8022 or at [matthew.helfrich@fms.treas.gov](mailto:matthew.helfrich@fms.treas.gov) if you have any questions.

Sincerely,

MICHAEL COLARUSSO  
REGIONAL DIRECTOR  
PHILADELPHIA FINANCIAL CENTER