

**UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC**

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| <h1 style="margin:0;">FSIS DIRECTIVE</h1> | 3300.3<br>REVISION 1 | 3/1/89 |
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**BILLING STATE AGENCIES FOR SERVICES  
PERFORMED BY LABORATORIES**

**I. PURPOSE**

This directive gives procedures for billing State agencies for services performed by laboratories of the Science Program under the Wholesome Meat Act (21 USC 601-692, 694-and 695) and the Wholesome Poultry Products Act (21 USC 451-470). The cost of services performed by laboratories under the Federal State Cooperative Act (Talmadge-Aiken) will be assumed by FSIS.

**II. CANCELLATION**

Cancel FSQS Directive 3300.3 dated 9/10/80.

**III. REASON FOR REISSUANCE**

Reissued to update the editorial format and to replace FSQS masthead.

**IV. FORMS AND ABBREVIATIONS**

The following will appear in shortened form in this directive:

|        |                         |
|--------|-------------------------|
| NFC    | National Finance Center |
| T/A    | Talmadge Aiken          |
| AD-496 | Bill for Collection     |

**V. LABORATORY SERVICES PERFORMED**

The laboratory administrative officer or designee will:

A. Accumulate the analysis reports showing work performed for each State agency during the month.

B. Use the analysis reports to prepare an AD-496 for each State agency for which analysis work was performed during the previous month. Do not include any hours of work for laboratory services under the T/A Meat and T/A Poultry Inspection Programs. Attachment 1 illustrates a completed AD-496 and gives instructions for its preparation and distribution.

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**DISTRIBUTION:**

All Offices (Except IIC's and Below)

**OPI:**

BFD - Accounting Operations and  
Systems Branch

C. Maintain a file for each State agency containing analysis reports, Forms AD-496, and related documents for:

1. Answering inquiries from State agencies.
2. Administrative reviews.
3. Audits and other reviews by inspectors of the Office of Inspector General.

D. Correct a previously submitted AD-496, if necessary, by:

1. Preparing an AD-496 using the same bill number.
2. Leaving the transaction code blank.
3. Forwarding the original and yellow copy with an explanation of the correction to the State. Send the pink copy to NFC. Retain green copy with analysis forms as backup. See Attachment 2.

E. Forward a copy of completed AD-496 to the headquarters administrative officer, Science Program.

## VI. NOTIFICATION TO STATE AGENCIES

The laboratory administrative officer should notify State agencies of the following:

A. State agencies should make checks payable to the Food Safety and Inspection Service, USDA. To assure proper credit, the State agency should enter on the check the nine-digit applicant number (shown on the AD-496 as the debtor number). The check and the yellow copy of the AD-496 should be mailed to:

Department of Agriculture  
COD Field Office  
P.O. Box 70791  
Chicago, IL 60673

B. The State agency may direct inquiries about discrepancies or questions on hours of service performed to the appropriate field laboratory. Inquiries about the AD-496 should be referred to NFC.



**Deputy Administrator  
Administrative Management**

### Attachments

- 1 Preparation and Distribution of Form AD-496, Bill for Collection
- 2 Completed AD-496 for Change to Prior Bill

PREPARATION AND DISTRIBUTION OF  
FORM AD-496, BILL FOR COLLECTION

PREPARATION AND DISTRIBUTION OF AD-496, BILL FOR COLLECTION

PREPARATION

- ① Enter the name of the State agency and billing address.
- ② Enter the Agency, program, and region or location.
- ③ Leave blank. This section will be completed in dollars and cents only when transmitting advances or an unbilled collection.
- ④ Enter the date or period that services were provided for each item. For advances, enter the remittance date.
- ⑤ Give a full description of the purpose of the billing. If an advance, show "advance" and its purpose. Whenever a contract (or agreement) is involved, include the contract number in the description.
- ⑥ Enter the applicable quantity for each item (e.g., number of hours, ear tags, transferred).
- ⑦ Enter the applicable unit cost for each item.
- ⑧ Enter the basis on which the unit cost is calculated or leave blank.
- ⑨ Enter the amount (product of quantity multiplied by unit cost) for each item in dollars and cents. For advances, leave blank.
- ⑩ Enter the Agency code "37."
- ⑪ Enter the Agency accounting station code "0037."
- ⑫ Leave blank.
- ⑬ Enter the nine-digit Agency bill number. The first two digits will be Agency code "37." The third through fifth digits will be the first three digits of the management code for the submitting location preparing the bill. The sixth through ninth digits will be a sequential number starting with 0001 and ending with 9999. After 9999 is used, start over with 0001. The bill number must be "999999999" for advance payments.
- ⑭ Enter in dollars and cents the sum of the charges (or advances if applicable) appearing in ⑨ or ③.
- ⑮ Enter the nine-digit applicant number (sometimes referred to as a debtor number) in the debtor number field (obtained from headquarters administrative staff).
- ⑯ Leave blank.
- ⑰ Enter the calendar date of issue. (Use month, day, and year format.)
- ⑱ Enter the appropriate management code in column E. Leave blank for advance.
- ⑲ Enter the amount in dollars and cents for each management code. Leave blank for advance.
- ⑳ Enter the sum in dollars and cents for amounts in ⑲. Leave blank for advance.

DISTRIBUTION

Original and Yellow Copy. Mail to the State agency. The State agency sends the yellow copy, together with payment, to the address below, NOT to the address on the AD-496.

Department of Agriculture  
COD Field Office  
P.O. Box 70791  
Chicago, IL 60673

Pink Copy. Mail to NFC.

Green Copy. Keep as file copy.

UNITED STATES DEPARTMENT OF AGRICULTURE

**BILL FOR COLLECTION**

Payment due immediately by money order, check or bank draft. Payable to: U.S. DEPARTMENT OF AGRICULTURE

**DO NOT SEND CASH**

① Tennessee Department of Agriculture  
 Meat and Poultry Inspection  
 P.O. Box 9039  
 Nashville, TN 37024

| BILLING OFFICE                           |   |                |                  | AMOUNT ENCLOSED |             | AMOUNT      |        |
|--|---|----------------|------------------|-----------------|-------------|-------------|--------|
| FSIS - Science ② Eastern Laboratory      |   |                |                  | \$ ③            |             |             |        |
| DATE OR PERIOD                           | DESCRIPTION   | QUANTITY       | UNIT PRICE       |                 | AMOUNT      |             |        |
|  |   |                | COST             | PER             | DOLLARS     | CENTS       |        |
| ④ Feb. 1989                              | ⑤ Wholesome Meat Act -<br>Laboratory Analyses           | ⑥ 16 ½<br>hrs. | ⑦ 42.88          | ⑧ hr.           | ⑨ \$ 696    | 80          |        |
|  |   |                | 42.88            | hr.             |             |             | 192    |
|  | Wholesome Poultry Products Act -<br>Laboratory Analyses | 4 ½<br>hrs.    |                  |                 |             |             |        |
| ⑩ 37                                     | ⑪ 0037  | ⑫              | ⑬ 378720005      |                 | ⑭ \$ 889 76 |             |        |
| ⑮ 774800077                              | ⑯   |                | ⑰ March 10, 1989 |                 |             |             |        |
| ⑱ ACCOUNTING CLASSIFICATION              |   |                |                  |                 |             |             |        |
| A  | B   | C              | D                | E               | OBJ. CLS.   | ⑲ AMOUNT    |        |
|  |   |                |                  | 8:7230 0        |             | \$          | 889 76 |
| TOTAL                                    |   |                |                  |                 |             | ⑳ \$ 889 76 |        |
| MUST AGREE WITH "TOTAL AMOUNT DUE" ABOVE |   |                |                  |                 |             |             |        |

Form AD-496-4 (5-76)

COMPLETED AD-496 FOR CHANGE TO PRIOR BILL

UNITED STATES DEPARTMENT OF AGRICULTURE

BILL FOR COLLECTION

Payment due immediately by money order, check or bank draft. Payable to: U.S. DEPARTMENT OF AGRICULTURE

DO NOT SEND CASH

Tennessee Department of Agriculture  
 Meat and Poultry Inspection  
 P.O. Box 9039  
 Nashville, TN 37204

| BILLING OFFICE                    |  |          | AMOUNT ENCLOSED |     | AMOUNT  |        |
|-----------------------------------|--|----------|-----------------|-----|---------|--------|
| FSIS - Science Eastern Laboratory |  |          |                 |     |         |        |
| DATE OR PERIOD                    | DESCRIPTION  | QUANTITY | UNIT PRICE      |     | AMOUNT  |        |
|                                   |  |          | COST            | PER | DOLLARS | CENTS  |
| Feb. 1989                         | Wholesome Meat Act -<br>Laboratory Analysis overcharge<br>credit | 1/2 hr.  | 42.88           | hr. | \$      | -21 44 |

If an error is noted in an AD-496 after it has been mailed, prepare another AD-496 for the increase or decrease amount only using the same bill number.  
 Explain the correction in "Description Column".

|                            |                              |                      |                                 |                  |    |        |
|----------------------------|------------------------------|----------------------|---------------------------------|------------------|----|--------|
| AGEN. CODE<br>37           | ACCTNG. STATION CODE<br>0037 | AUTHORIZATION NUMBER | BILL NUMBER<br>378720005        | TOTAL AMOUNT DUE | \$ | -21 44 |
| DEBYOR NUMBER<br>774800077 | TRANS. CODE COLL.            | SYST. CODE           | DATE OF ISSUE<br>March 10, 1989 |                  |    |        |

| ACCOUNTING CLASSIFICATION                |   |   |   |          |           |    | AMOUNT        |
|--|---|---|---|----------|-----------|----|---------------|
| A  | B | C | D | E        | OBJ. CLS. |    |               |
|  |   |   |   | 8 7230 0 |           |    | \$ -21 44     |
| <b>TOTAL</b>                             |   |   |   |          |           | \$ | <b>-21 44</b> |
| MUST AGREE WITH "TOTAL AMOUNT DUE" ABOVE |   |   |   |          |           |    |               |

Form AD-496-4 (5-78)