

September 19, 2006

The LBNL's Disbursements department is responsible for the annual coordination of Lawrence Berkeley Laboratory's (LBNL) September 2006 cost estimates and confirmation of unpaid balances to other DOE Integrated Contractors and Field Offices. To accomplish this year-end requirement, AP unpaid balances and September cost estimates are booked as accruals by the divisions. The balances are confirmed with the accounts receivable departments of the other DOE Integrated Contractors.

The deadline for communicating the estimates to DOE is September 25, 2006. In order for the information to be ready for the Integrated Contractors to meet this deadline, we, at LBNL must meet several internal deadlines.

The important dates to know are:

- 12:00 PM 09/21/06 Final invoice certifications for payment are due to AP
- 09/22/06 Final AP checkrun.
- 09/21/06 PM Confirmation to Integrated Contractors

I will distribute the estimated balances from the Integrated Contractors to the divisions. We will then work together to arrive at a balance that can be confirmed with the Integrated Contractors. The first round of balances will go to the divisions this afternoon.

### **Accrual Request for Integrated Contractors**

- Place accrual requests for other DOE Integrated Contractors on separate accrual request forms.
- Do not mix with other vendors.
- Accrual requests for other DOE Integrated Contractors go to separate accrual accounts and not to the general vendor accrual account.
- I will determine the appropriate accrual account.
- I will accept accrual requests starting now.

If you have any further questions, please contact me.  
Thanks for your help

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