



United States  
Department  
of Agriculture

Research,  
Education, and  
Economics

National Institute  
of Food and  
Agriculture

1400 Independence  
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DATE: December 14, 2017

TO: NIFA Staff and Federal Grantees

FROM: Cynthia Montgomery   
Deputy Director  
Office of Grants and Financial Management

SUBJECT: Monthly Intra-Governmental Payment and Collection (IPAC) Bill Processing during Fiscal Year (FY) 2018

During FY 2018, the National Institute of Food and Agriculture, U.S. Department of Agriculture (NIFA-USDA), has established a schedule for processing Intra-Governmental Payment and Collection (IPAC) bills associated with its Federal grantees. This applies to all NIFA recipients with Agency Location Code (ALC) 12402200. This policy and procedure has been established to ensure that financial transactions are properly recorded in USDA's financial management system and reconciled with Treasury's Central Accounting Reporting System (CARS).

Attached is the FY 2018 NIFA-USDA Schedule: IPAC Bill Processing for Federal Grantees. This schedule will be published on an annual basis during September for the upcoming fiscal year and will be posted to the NIFA web page, "Payments," under "Grants."

For questions or concerns about IPAC payments, please contact Jeffrey Sweet, Chief, Financial Analysis Branch, at [jsweet@nifa.usda.gov](mailto:jsweet@nifa.usda.gov) or (202) 403-0423.

Attachment – FY 2018 NIFA-USDA Schedule: IPAC Bill Processing for Federal Grantees

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

**FY 2018 NIFA-USDA SCHEDULE: INTRA-GOVERNMENTAL PAYMENT AND COLLECTION  
(IPAC) BILL PROCESSING FOR FEDERAL GRANTEES**

<b>MONTH</b>	<b>LAST DAY TO PROCESS IPAC BILLS</b>	<b>NO IPAC BILLS PROCESSED FOUR BUSINESS DAYS (INCLUDES FIRST DAY)</b>	<b>DAY TO RESTART IPAC BILL PROCESSING</b>
October 2017	October 25th	October 26-31	November 1st
November 2017	November 26th	November 27-30	December 1st
December 2017	December 25th	December 26-29	January 2nd
January 2018	January 25th	January 26-31	February 1st
February 2018	February 22th	February 23-28	March 1st
March 2018	March 26th	March 27-30	April 2nd
April 2018	April 24th	April 25-30	May 1st
May 2018	May 27th	May 28-31	June 1st
June 2018	June 25th	June 26-29	July 2nd
July 2018	July 25th	July 26-31	August 1st
August 2018	August 27th	August 28-31	September 4th
<b>September 2018</b>	<b>September 20th</b>	September 21-28	October 1st