



**United States  
Department of  
Agriculture**

Office of the Chief  
Financial Officer

1400 Independence  
Avenue, SW

Washington, DC  
20250

ABC Vendor  
John Smith  
12345 Any Road  
Morgan Hill, CA 95037

In an effort to maintain the integrity of the USDA's records, this office is requesting some documentation from selected vendors. Unless questions arise from this information, no further action will be required on your part.

Please provide an aged trial balance or statement of our account. Whichever form of documentation you provide, please ensure that all open items including invoices, credits, rebates and deductions are clearly shown. The version you send should include applicable document numbers such as P.O. or invoice. The enclosed document lists the current agencies served. Please send account information for these, as well as any additional agencies served.

Email or fax this documentation to:

Vendor Compliance Office  
Email: [Compliance@USDAvendors.us](mailto:Compliance@USDAvendors.us)  
Fax: (504) 254-8652  
Phone: (504) 254-8610

Please provide contact information for an individual who can answer questions about the information provided.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Should you have any questions regarding this request, please call an auditor in the Vendor Compliance Office at the phone number above. For any other questions regarding this project, please email [OCFO.RecoveryAudit@cfo.usda.gov](mailto:OCFO.RecoveryAudit@cfo.usda.gov) and a member of the USDA's Office of the Chief Financial Officer, Fiscal Policy Division will respond back to you as promptly as possible.

Thank you for your assistance with this request – the USDA values our vendor relationships!

Sincerely,

Peggy Javery  
Director, Fiscal Policy Division

