rm Approved - OMB No. 2030-0005 – A	United Sta NOTICE SUSPENDE	ates Environmental Protection Agency Washington, DC 20460 OF CONTRACT COSTS CD AND/OR DISALLOWED	PAGE	OF	PAGES
TO: (Name and Address of Contractor)		Contract Number	Date		
		Delivery Order Number (If Applicable)	Voucher Nur	nber Reference	
 otherwise questionable, a the Contracting Officer an DISALLOWED COSTS, reimbursable under the coast of the contract. In accordance with Federa become disallowed if the contract. The contractor may not response to the contract. If the contractor disagrees should be paid and to disc for Copies of this Form 1900 Manager. Only electronic since EPA is moving away The public reporting and a information, the accuracy techniques to the Director 	nd not appropriate for reimburse ad/or Contract Level Contracting as referred to herein, are costs of partact terms. al Acquisition Regulation (FAR) contractor does not respond in t ebil any suspended costs on this is with this/these determinations, uss their findings with the contr 4-68 should be distributed to the submittals will be accepted and y from paper contracts. The RTP recordkeeping burden for this col of the provided burden estimates , Collection Strategies Division,	ich, for the reasons stated below, have been determined by the under ement under the contract terms at this time. Such costs may be detern Officer's Representative (CLCOR) with additional documentation of which, for the reasons stated below, have been determined by the un 52.242-1, this notice must be responded to by the contractor within he time allotted. These disallowed costs should be removed from the form until notified by the Contracting Officer and/or CLCOR on th the contractor may (1) request in writing the cognizant contracting actor and/or (2) file a claim under the "Disputes" clause of the contr Contracting Officer, CLCOR, RTP Finance, and the Financial Analy this information must be sent electronically to the CO, CLCOR, RTF email address <u>DDC-KInvoices@epa.gov</u> . Ilection of information is estimated to average 24.25 hours per respon s, and any suggested methods for minimizing respondent burden, incl U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania I the completed form to this address.	mined reimbursab or explanation as s dersigned to be u 60 days of issuance e contractor's acco is contract that the officer to conside ract. ysis and Oversight P and FAOSC Mar use. Send commer uding through the	le after the contra pecified below. nallowable that is ce. Any suspende ounting records for e suspension has r whether the uni- s Service Center (nager for each res ths on the Agency use of automated	actor provides s, not d costs will or this been lifted. reimbursed cost FAOSC) pective contract 's need for this d collection
	SUSPENSION	Date of Notice	I	L	
	Contracting Officer Name and Title of Authorized Official			Invoice Number Signature	
ITEM Descri	iption of Items and Reason f	or Action. Documentation needed in order to rebill suspende	ed costs.	Amount	of Costs
B. REMOVAL OF SUSPENSION Date of Notice				Invoice Number	
Contracting Officer Name and Title of Authorized Official and/or CLCOR					
ITEM	Desc	ription of Items and Reason for Action.	•	Amount	of Costs
C. DISALLOWANCE OF COSTS Date of Notice				Invoice Number	
Name and Title of Authorized Official Contracting Officer			Signature		
ITEM	Desc	ription of Items and Reason for Action.		Amount	of Costs
		DF RECEIPT - The contractor or its authorized repres	entative shall a	cknowledge re	eceipt of
this notice to the CLCOR and/					
Date of Notice	Name and Title of A	uthorized Official	Signature		

INSTRUCTIONS FOR EPA FORM 1900-68

When a CLCOR or CO identifies costs in a voucher that are to be suspended or disallowed, the Form 1900-68 is used to identify those costs, the associated reasons and to communicate the action to all necessary parties. Examples of costs that a CLCOR might suspend without CO involvement are: math errors, incorrect rates, and a lack of available funding. Examples of costs that CO involvement would be necessary to suspend or disallow costs include lack of authorization to incur cost, unnecessary costs incurred, and excessive costs. Section A, Cost Suspension, may be filled out by either the CO or CLCOR. The CLCOR and/or CO must fill out the Form 1900-68 explaining the suspended amount, sign and date the Form and send it to the contractor. The contractor must fill out the acknowledgment of receipt on the applicable area on Form 1900-68 and return a copy of it to either the CLCOR or CO who made the suspension. A copy of the Form 1900-68 would go to RTP Finance with the Approval Forms package. Copies of the Form 1900-68 would be filed by CLCOR and/or CO and a copy sent to the Financial Analysis and Oversight Service Center (FAOSC) Manager for use in interim and final audits.

In accordance with Federal Acquisition Regulation (FAR) 52.242-1, the Form 1900-68 states that the contractor has 60 days to respond to the suspension, or the costs will be considered disallowed and those costs should be transferred to an unallowable account in the contractor 's accounting records. If the contractor wishes to respond to the suspension, it must as a minimum furnish documentation specified on the Form 1900-68 for the costs to be considered allowable. The contractor will then resubmit this documentation to the CLCOR and CO for review. Either the CO or CLCOR who originally suspended the costs will consider the documentation and, if it is adequate, they will fill out a revised Form 1900-68 Block B. (Removal of Suspension) for some or all of the costs suspended. Copies of this revised Form 1900-68 would go to the contractor, CO and CLCOR, RTP FMC, and the FAOSC Manager.

The contractor may rebill suspended costs after receiving the Removal of Suspension using a separate invoice and attach the Form 1900-68 Removal of Suspension notice to the invoice. The contractor must then resubmit this bill for payment in accordance with contract invoicing requirements.

If the contractor prepares supporting documentation for suspended costs that the CLCOR deems unacceptable, the CLCOR will notify the CO of this and ask for a final determination on the allowability of the costs. If the CO agrees with the CLCOR, a revised Form 1900-68 with Block C (Disallowance of Costs) should be completed and sent to the contractor instructing the contractor to eliminate such costs on future invoices and to move such costs to unallowable accounts on their accounting records. The contractor must acknowledge receipt of the disallowance notice by signing and returning the notice to the CO. Where the CO processed the suspension, the CO will inform the CLCOR and disallow the cost. Copies of the revised Form 1900-68 should be sent to RTP Finance, the contract file, and the FAOSC Manager.