



July 8, 2019

**United States
Department of
Agriculture**

Office of the Chief
Financial Officer

1400 Independence
Avenue, SW

Washington, DC
20250

ABC Vendor
12345 Monterey 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
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 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,

Iris Roseboro
Management and Program Analyst



Vendor Payment History

Vendor Name – ABC Vendor
Vendor Number - XXXXXXXXXXXX

Our records indicate the following agencies are currently served.

Agency Name

AP00 Animal/Plant Health Inspection Service