From: Hudgens, Edward
To: Nicole Marie Bisuna Bulalacao
Cc: Rosemarie Bowler (rosemarie.bowler@gmail.com); Lobdell, Danelle; Wade, Tim
Subject: RE: SFSU Invoice 07563821
Date: Tuesday, July 30, 2013 1:18:22 PM
Attachments: image001.png

Nicole,

This Invoice was sent to me for approval on July 10. I was out of the office, at a Community Meeting for this project, and was not able to approve the Invoice for payment until Tuesday, July 16. A copy of the email string is here:

Debbie / RTP Receiving,

Yes, I certify the services/goods specified were received. Sorry for the delay in responding to this email. I was on official travel to this study's site for a Report to the participants and the community and returned to work today. Thank you for your help,

Ed Hudgens

Edward E. Hudgens
U.S. EPA, NHEERL,
Environmental Public Health Division, Epidemiology Branch Mail Drop 58 C
Research Triangle Park, NC 27711
Phone: 919-966-0642
Fax: 919-966-0655
E-mail: hudgens.edward@epa.gov

-----Original Message-----
From: rtpreceiving@epa.gov [mailto:rtpreceiving@epa.gov]
Sent: Wednesday, July 10, 2013 2:18 PM
To: Hudgens, Edward
Subject: Urgent!! Invoice Approval Required for Payment of Invoice Number 7563821--DC1: B3096312965
Importance: High

Purchase Order: EP13D000146
Invoice Number: 7563821 **see web link below
Vendor: SAN FRANCISCO STATE UNIVERSITY

RTP-FC Financial Services Branch (FSB) requests your approval (via email) for payment of this invoice. To ensure timely payment of this invoice and avoid an interest penalty (which begins to accrue if the invoice is paid after 30 days), please respond to this message with one of the following statements: "Yes, I certify the services/goods specified were received," or "No, the

services/goods were not received." If the services or goods were not received or completed, disapprove the invoice and provide a brief explanation for the disapproval.

If the approval or disapproval is not received within three days, a representative from FSB will contact you again with reminder emails or telephone calls. Please provide contact information for an alternate approving official if you are out of the office. Further, the contracting officer may be contacted if there is still no response after 15 days in order to comply with the Prompt Payment Act. Note the time available to you to approve the invoice is limited. YOU DO NOT HAVE 30 DAYS TO APPROVE THE INVOICE. The approval process is just a part of the entire 30 day period for processing payment. If you have any questions, please contact our Customer Assistance at 919-541-0616. Thank you for your prompt attention to this matter!

* * GOOD AFTERNOON! This invoice is 13 days old today. SORRY, but I just got it today myself. If you need to speak with me, I'm @ 919-541-3744 until 5:30 pm. EST. Thank you, Debbie.

I haven't received any further questions about this approval. I'm surprised that the account that SFSU provided as part of the contract has not received an Electronic Funds Transfer for the full amount of the Invoice by now, but these Transfers can take as many as 10 business days to be processed (and this is business day 10). If you haven't received the payment in the next two days, please let me know so I can try to follow up or you can call Debbie at the number above for more information. I hope that this information helps,

Ed Hudgens

Edward E. Hudgens
U.S. EPA, NHEERL,
Environmental Public Health Division, Epidemiology Branch
Mail Drop 58 C
Research Triangle Park, NC 27711
Phone: 919-966-0642
Fax: 919-966-0655
E-mail: hudgens.edward@epa.gov

From: Nicole Marie Bisuna Bulalacao [mailto:nbb@mail.sfsu.edu]
Sent: Tuesday, July 30, 2013 1:01 PM
To: Hudgens, Edward
Cc: Rosemarie Bowler (rosemarie.bowler@gmail.com)
Subject: SFSU Invoice 07563821

Hello Mr. Edward Hudgens,

I am the grants administrator for Dr. Rosemarie Bowler's projects at San Francisco State University. The attached invoice (#07563821) was issued to the EPA last month for Deliverable 2 in her contract and our office has not yet received the payment. Can you let me know the status of this payment? If you are not the person to contact can you put me in touch with the correct person?

Thank you,

Nicole Bulalacao
Grants Administrator
Office of Research & Sponsored Programs
1600 Holloway Ave., ADM 471
San Francisco CA 94132
415.405.4372
nbb@mail.sfsu.edu

SAN FRANCISCO STATE UNIVERSITY