To: Daly, Eric[Daly.Eric@epa.gov]
From: fmc-customer@epa.gov
Sent: Thur 6/30/2016 4:58:04 AM
Subject: Invoice Approval Notification

This email is being sent to the Primary Approving Official for the invoice(s) referenced below, and a separate info copy is being sent to the Alternate. The Primary is responsible for invoice approval. The Alternate should only approve the invoice(s) in the absence of the Primary.

Please use the Electronic Approval System (EASYLITE - https://ocfosystem1.epa.gov/fmc2_prv/easylite.welcome) to complete invoice approval as soon as possible and no later than the PO Due Date(s) listed below. If the approval is not received within 5 days of the due date, a reminder email will be sent to the Primary, Alternate and the Contracting Officer, all of whom are authorized to approve the invoice(s), if necessary, to comply with the Prompt Payment Act. If you have questions, contact our Customer Assistance Support Staff at 919-541-1148 or by email at GROUP FMC-CUSTOMER. You may also contact the payment technician for your contract.

PASSWORD INFO:
Access the link below if your password is locked, expired or forgotten https://ocfosystem1.epa.gov/fmc2/easypass.easypass_welcome.
For further assistance with ID and PASSWORD info, contact Mary Autry at 919-541-1533 or Customer Assistance Support Staff at 919-541-1148.

Thank you for your prompt assistance.

Role: PRIMARY APPROVING OFFICIAL (PO)
PO Due Date: 07/15/2016
Contractor: GUARDIAN ENVIRONMENTAL SERVICES COMPANY, INC.
Contract/DO/Invoice: EPS21501/00020/GES20-02
Description: Holy Trinity Cemetery Site.
Invoice Amount: $15,539.38
Invoice Date: 06/28/2016
RTP-FC Received Date: 06/29/2016