

Additional Help: 630  
File Name: 630saa\_012502\_cd26  
Revision: 01/25/2002  
Effective Date: 01/17/2002

**Sample Letter From CTO to Payee – Approving Full Payment But Asking For Additional Justification of Voucher Item(s)**

*(CTO Address)*

**DATE**

*Payee Name*  
*Payee Address*

Subject: *USAID Award Number*

Reference: *Payee Voucher/Invoice Number and date*

Dear Sir or Madam:

This letter is to notify you that although I am providing administrative approval for payment of the referenced invoice, I ask that you provide additional information or support for certain costs in the invoice. I have listed these costs and the reason(s) why I require additional information below. Although I am providing this approval at this time in order to allow payment, I reserve the right to suspend these costs if you fail to provide this information within a reasonable period of time. If I decide that the suspension is justified, the amount suspended will be offset from a future voucher, and you will be so notified at that time.

I am authorized to take this action as the designated Cognizant Technical Officer (CTO) for the subject award. Under USAID regulations, as the CTO I am responsible for administratively approving the vouchers you submit under the award. This approval responsibility includes reviewing your vouchers to determine if the invoiced costs are consistent with the terms of the contract and my knowledge of your performance under the contract for the period or purposes being billed. I request the additional information on these costs in order to make this determination. For more information on the administrative approval process, see USAID Automated Directives System (ADS) Chapter 630, Payables Management, at <http://www.usaid.gov/pubs/ads/600>.

I have reviewed the referenced voucher and have questions about the following item(s) for the reasons stated below:

*(Describe the item(s) in the voucher and why you question it/them. As much as possible, refer to specific terms of the contract that support your position. If you interpret the contract as requiring specific support/justification for a cost, point out where the invoice or the contractor's action was deficient. For example, if the contractor included the cost of participant training for 40 participants, but the contract Statement of Work doesn't include any participant training, include a brief summary explanation.)*

Total amount questioned: *\$(include the dollar figure or local currency amount)*

Please respond by *(30 days after the date of this letter)*.

I am providing the cognizant paying office with a copy of this letter along with my administrative approval of the voucher. I am also providing a copy of this letter to the USAID Contracting Officer.

If I determine that suspending costs under the contract is justified, I will so notify you in a separate letter. If you disagree with my action at that time, you may take the following action:

- Submit a written request to the cognizant Contracting Officer to consider whether the unreimbursed costs should be paid and to discuss the findings with you;
- File a claim under the Disputes clause, which the cognizant Contracting Officer will process in accordance with Agency procedures; or
- Do both of the above.

The cognizant Contracting Officer may disallow costs under this contract or issue a notice of intent to disallow costs, pursuant to Federal Acquisition Regulation (FAR) 42.801. I do not have the authority to do so.

Please feel free to contact me with any questions you have regarding this letter. I can be reached at *(include phone number and e-mail address)*.

Sincerely,

*(Name)*

*(Title)*

Cognizant Technical Officer for *(contract number)*

cc: *Paying office*  
*Name of Contracting Officer*