

REPORTS

1.0. LETTER OF CREDIT DRAW DOWN REPORT

1.1. Each month the contractor shall prepare a report to the TMA, Contract Resource Management Directorate (CRM), listing all cash draw downs against the Letter of Credit. This report is due the first workday of the following month. [Figure 3-A-1](#) and [Figure 3-A-2](#) contain the format and instructions for this report.

1.2. Each month, after reconciling the bank account, the contractor shall provide the TMA, Contract Resource Management Directorate (CRM) with a bank reconciliation within 30 days of the end of the month being reported. [Figure 3-A-3](#) and [Figure 3-A-4](#) contain the format and instructions for this report.

2.0. REFUNDS, PARTIAL OFFSETS AND INTEREST COLLECTED REPORT

The contractor shall submit a check and summary to TMA, Contract Resource Management Directorate (CRM) for the items listed in Chapter 3, Sections 5 and 6. The check and reports are due on the 15th calendar day of the month following the reporting month. Do not include amounts which will be, or have been, included in a credit adjustment. Negative reports are required. Supporting documentation shall be available to respond to any concerns, but will not be sent. The report shall identify the totals of the following:

- Unidentified items.
- Items under \$10 such as refunds, cancelled and staledated checks.
- Interest collected on repayments.
- Court-ordered restitution.
- Unable to adjust transactions.
- Any other transactions included.

3.0. ACCOUNTS RECEIVABLE REPORT

The contractor shall provide a monthly report to TMA, Contract Resource Management Directorate (CRM) on the status of receivables. This report is due by the fourth Federal workday of the subsequent month and may be telecopied. See [Figure 3-A-5](#) and [Figure 3-A-6](#) for reporting requirements.

