

GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS



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DEPARTMENT OF FINANCE

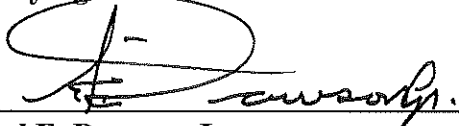
**FINANCE MEMORANDUM NO. 004 -2012**

**TO: DEPARTMENT HEADS AND AGENCIES**

**SPECIAL ATTENTION:**

**Directors, Business and Administrative Services  
Certifying Fiscal Officers**

**FROM:**

  
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**Ángel E. Dawson, Jr.,  
Commissioner**

**DATE: November 3, 2011**

**Re: ERP Account Payable Access - "Straight Payments"**

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In our efforts to maintain the integrity of the ERP system, please be advised that the ERP access/permission to enter Account Payable Invoices (API) "straight payments" has been disabled and is no longer available to users.

Should your agency deem it necessary to have this "special" access, please submit a letter of justification, to include the user to be granted this access, for consideration to the Commissioner of the Department of Property and Procurement.

Access will not be granted unless approved by the Commissioner of the Department of Property and Procurement.

Your cooperation and understanding is appreciated.

**cc: Lynn Millin-Maduro, Commissioner, Property and Procurement**