

July 31, 2000

MEMORANDUM TO: Maureen Moriarty, Headquarters  
Tony Kirkwood, Headquarters  
Traci Kime, Headquarters  
Sandy Kimberley, Headquarters  
Shirley Crutchfield, Headquarters  
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Cheryl Buracher, Region I  
Diane Heim, Region II  
Janice Kirby, Region II  
Debbie Hersey, Region III  
Karen Bernardino, Region III  
Doris Gonzales, Region III  
Colleen Murnahan, RIV  
Betty Wright, Headquarters  
Eloise Ziegler, Headquarters

FROM: Doug Weiss, Team Leader **(R/A)**  
Nuclear Materials Team  
License Fee and Accounts Receivable Branch  
Division of Accounting and Finance  
Office of the Chief Financial Officer

SUBJECT: UPDATED PROCEDURES RELATING TO THE  
PROCESSING OF APPLICATIONS AND CHECKS

In our Licensing Assistants Counterpart meeting held on June 27-29, 2000, the following procedures were agreed upon when processing applications and checks received at the Regions and Headquarters:

Regions:

- All incoming applications will be scanned into Adams upon receipt. (Applications with checks must be reviewed by the License Fee and Accounts Receivable Branch prior to issuance of the license.) Do not scan checks into Adams.
- The fee sheet will be scanned into Adams with the application.
- The check number will be placed on the fee sheet.
- The control number will be placed on the check.

- The check and a copy of the check will be sent to the lockbox bank.
- For Reciprocity, SS&D, Quality Assurance (QAs), and Export and Import checks, the unique identifying number will be placed on the check and the check and a copy of the check will be sent to the lockbox bank.
- Since LFARB no longer receives the hard copies of applications, the postmark date on the envelope will be used as the “receipt date” in LTS when processing incoming termination requests.

#### OCFO/LFARB

- The LFARB NRC Form 577 will be sent to the Document Control Desk with the docket number, license number and control number written on the top of the form.
- For those applications with fees, LFARB analysts will retrieve the applications from Adams and will use the “yellow sticky note” to place the fee information on the fee sheet in Adams. The yellow sticky note will thus become the fee record.

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