

EXHIBIT III

Payer Procedures for Processing Purchasing Card Payments Through FLAIR

Each PAYER will be responsible for certain groups of cardholders' activity in the Purchasing Card (PC) module. The group members are set up by region and the group number is generally the last 9 digits of the primary organization code for that regional facility or office. Each PAYER has a list of group numbers that they are responsible for reviewing cardholder charges.

The steps involved in reviewing and approving cardholder charges are as follows:

1. Each day the PAYER should sign on to FLAIR using their regular assigned FLAIR access code.
2. The function code "CD" is selected as the TYPE. This will bring up the PC Mini Menu.
3. The function code "CQ" is then selected as the TYPE. This will bring up the PC Charge Queue Mini Menu.
4. As an approver, the PAYER then enters the function code "AC" in the CODE field. At this point, a GROUP code is also required. The PAYER can access a help screen for this field by depressing F1 while residing on the GROUP field. This will allow the PAYER to see a listing of all group numbers that he/she is responsible for reviewing and approving. A PAYER can only access those group codes that are assigned to them by the PCPA. At this point the PAYER can click on one of the group codes that appear in the help screen and it will automatically be entered in the GROUP code field. If the window is not needed, the PAYER simply enters a GROUP code and depresses "enter".
5. The next screen, Approver Charge - Browse Select, will contain all charges in the selected group that are ready for PAYER review and approval. The ST RTE (Status Route) field will always contain the number "008" which means that the charge has reached the PAYER level of approval for action. This screen is a summary screen of charges and each entry will have to be reviewed and approved for payment in SAMAS.
6. The PAYER will key an "M" in the ACT (Action) field in order to review, amend and/or approve the charge. This entry will bring up the Charge/Distribution Maintenance screen. Charges at this point should have all necessary accounting data entered in the appropriate fields. This information will have been entered at previous levels of approval. The PAYER reviews this data to ensure that all required fields are complete. Required fields for PC module charges are identical to those made on any

other disbursement transaction in FLAIR. At a minimum, the charge record must contain: Vendor ID number (including sequence number), organization code, expansion option, object code and amount. If the purchase is to be charged to a purchase order, the SDN (Secondary Document Number) and SDN-LN (Line Number) should be completed. The association to a purchase order on a PC charge is not the responsibility of the PAYER but should be entered, if applicable, by the previous approvers. If the PAYER sees a problem with any charge, they should depress the F³ key to exit the approval screen and contact a section coordinator to get clarification on the charge. If all appears complete and unless otherwise instructed by the Accounts Payable supervisor, the PAYER at this point enters a "Y" in the Approve field at the top of the first screen and depresses "enter". The charge will then leave the PAYER's charge/distribution menu to be forwarded on to FLAIR for payment.

7. The system will return to the Charge/Distribution Maintenance screen and the PAYER will repeat the approval process for each charge in that group. When all those charges are approved and the queue is empty, the system will return to the Purchasing Card Charge Queue Mini Menu. The PAYER will then again select "AC" for the Code field and enter the next GROUP code to be approved. Time permitting, the PAYER should recheck all groups again prior to the close of business in order to review/approve any charges that may have been forwarded during the workday.