



Natural Resources Conservation Service  
375 Jackson Street, Suite 600  
St. Paul, MN 55101-1854

Phone: 651-602-7900 Fax: 651-602-7914

---

“Transmitted via Email”

August 2, 2004

MINNESOTA BULLETIN NO. 250-4-27

SUBJECT: FNM – REQUIRED DOCUMENTATION NEEDED PRIOR TO CERTIFYING  
PROTRACTS PAYMENTS THROUGH FOUNDATION FINANCIAL  
INFORMATION SYSTYEM (FFIS)

Purpose. To provide guidance on required documents for certification of ProTracts invoices.

Expiration Date. September 30, 2005.

Per National Headquarters’ guidance, **prior** to Certifying Officer processing ProTracts payment requests in FFIS, required documents needed are:

- Signature page of CCC-1200
- Signature page of CCC-1245
- Receipts (if payment is based on receipts)
- Signed SF-1199a
- Signed CCC-36 form if payment has been assigned to another payee

These documents may be faxed at 651-602-7914 or emailed and/or scanned to [maryjo.polunc@mn.usda.gov](mailto:maryjo.polunc@mn.usda.gov) as soon as the approval for payment is done through ProTracts. Questions may be directed to Mary Jo Polunc, Budget Officer, at 651-602-7860.

/s/

WILLIAM HUNT  
State Conservationist

DIST: AO