

# Proper invoicing procedures for ATAP

- 1 – Student provides copy of SF 182 to school
- 2 – School must follow DFAS billing instructions (Section C6) on the SF 182:

DFAS-Rome  
Attn: Vendor Pay RO FPV  
325 Brooks Road  
Rome NY 13441-5411  
P: 800-553-0527 F: 877-575-3332  
rome-vendorpay@dfas.mil  
SEND INVOICE AND SF182 VIA FAX OR MAIL  
CAGE CODE MUST BE ON ALL INVOICES.

- 3 – School must bill each SF 182 on a separate invoice to receive proper payment. (DFAS payment system will not accept a particular invoice number more than once)
- 4 – Invoice ***must include*** schools CAGE code
- 5 – Preferred method is to fax invoice along with SF 182 to:  
**877-575-3332 ATTN: Vendor Pay (Mary Drier)**
- 6 – May also mail to: DFAS-Rome, ATTN: Vendor Pay,  
325 Brooks Rd, Rome, NY 13441-5411
- 7 – Billing issues and to check status of payment: **800-553-0527**

## Invoice non-payment issues

- 1 - For immediate payment, student should obtain a copy of actual invoice (*student statement will not work*) and along with SF 182 FAX to: **877-575-3332**
  - \***Must fax invoice and SF 182 together**
  - \***Invoice must include schools CAGE code and is only for the class listed on SF 182**
- 2 – To check status of payment, call: **800-553-0527**