

BSE Payments

Use: Bovine Spongiform Encephalopathy (BSE or Mad Cow Disease) payments are payments made to individuals or organizations to provide funding for the disposal of animal carcasses that have been tested for the BSE Ongoing Surveillance Program.

Background: There is no test to detect the disease in a live animal. Microscopic examination of brain tissue at necropsy is the primary laboratory method used to confirm a diagnosis of BSE.

The principal purposes of the BSE Ongoing Surveillance Program are to assess and monitor change in the BSE status of U.S. cattle and to provide a mechanism for early detection. More information on the BSE Ongoing Surveillance Plan, including targeted animals, surveillance streams, collection sites, and disposal information, can be found at the following website:

http://www.aphis.usda.gov/animal_health/lab_info_services/downloads/BSE_Procedures_Manual.pdf

Please note the following instructions:

1. These instructions were developed for specific agencies of the US Department of Agriculture (USDA), currently Animal Plant and Health Inspection Service (APHIS). If you work for an agency other than APHIS, please check with your agency for their requirements.
2. The following items are required for the Financial Operations Services Team (FOST) to process a payment:
 - The **APHIS, [VS BSE payment request form](#)**, including:
 - **FMMI Vendor Code** (if known), or one of the following:
 - Tax Identification Number (TIN)
 - Dunn and Bradstreet Number (DUNS)
 - the last four digits of the vendor's Social Security Number (SSN)
 - **FMMI Master Data**, for each accounting element breakdown, if applicable, including:
 - Fund
 - Fund Center
 - Functional Area
 - WBS Element, if applicable
 - Budget Period
 - Budget Object Code(s) (BOCs)
 - **Signature of Payee**
 - **Invoice**, including:
 - Date of Receipt of Invoice by APHIS
 - Vendor Name
 - Vendor Address
 - Amount
 - Signature of Approving Official
 - Carcass Disposal Number
 - **[Electric Funds Transfer \(EFT\) Information](#)**, if new vendor or vendor banking has changed

Note: The micro purchase threshold for payments is \$3,000 a year per vendor. All payments over the micro purchase threshold must be accompanied by a valid agreement or purchase order.

3. Please be mindful not to submit a request twice, or your accounting code may be charged twice.

4. USDA APHIS staff only:

BSE payment requests may be submitted via mail, fax, or email directly to the FOST at fost@aphis.usda.gov.

- FOST staff members who are assigned to process payments and answer questions regarding specific payments can be found at [FOST Assigned Duties](#).
- The mailing address, fax number, and employee phone and email information can be found at [Contact Us](#).