



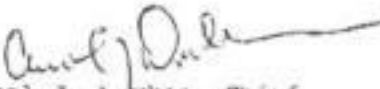
## U.S. Department of Justice

Federal Bureau of Prisons

Washington, DC 20534

March 1, 2007

MEMORANDUM FOR REGIONAL COMPTROLLERS  
REGIONAL BUDGET ANALYSTS  
BUSINESS ADMINISTRATOR COBO  
BUSINESS ADMINISTRATOR MSTC

  
FROM: Carol J. Burke, Chief  
Budget Execution Branch

SUBJECT: Professional Liability Insurance

As outlined in the attached *Financial Management Policies and Procedures Bulletin (05-7)* dated April 27, 2005, regarding the Professional liability Insurance costs, the Bureau of Prisons (BOP) will provide reimbursement for up to one-half the cost of professional liability insurance not to exceed \$150.00 (maximum authorized). Individuals interested in receiving reimbursement for the cost of professional liability insurance should submit evidence of purchase and payment along with a completed SF-1164 (attached), to their local business office for processing. The local business office should review the attached bulletin to ensure payment of the claim is authorized. The following national programs Accounting Classification Code and Project have been established to record the cost of BOP reimbursements for Professional Liability Insurance:

FP RR II 22UM      with Project 17R      with Sub-Object 1215

RR denotes two digit region code  
II denotes two digit institution code

If you have any questions or need any further information, please contact me or have your staff contact Shawn Mansfield, Deputy Chief - Budget Execution Branch, at 202-307-3034.