

September 17, 2025

**Subject: MSTs GIFT POLICY, EFT ENROLLMENT AND FRAUD REMINDER**

On behalf of Mission Support and Test Services LLC (MSTS), please allow us to extend our warmest wishes for a joyful season as you celebrate the holidays.

Holiday traditions often include the giving of gifts to business associates; therefore, we want to take this opportunity to remind you that MSTS's Code of Ethics and Business Conduct prohibits our employees from accepting gifts (including meals) from those seeking to do business with MSTS, or in any other situation that would give rise to a potential conflict of interest.

We also invite you to take this opportunity to ensure your payment method and contact information are up-to-date in our Vendor Master File (VMF). If any of the below situations apply to you, please contact our VMF team at [SupplierMaint@nv.doe.gov](mailto:SupplierMaint@nv.doe.gov) for setup or modification instructions. In doing so, we can work together to create a more effective payment relationship:

- If you are a vendor who is paid via check, we encourage you to use the above email to change your remittance method to electronic funds transfer (EFT). EFTs are faster and eliminate the possibility of the check getting lost in the mail or fraudulently deposited into another person's bank account.
- If you are already paid by EFT, but have changed banks, bank accounts, name or ownership, you must use the above email to update your information in our system.
- Regardless of the payment method, if any pertinent information has changed, please use the above email to ensure our system has the most up-to-date information to best serve your needs.

Finally, please email invoices to [apinvprd@nv.doe.gov](mailto:apinvprd@nv.doe.gov). Purchase order information can be emailed to [procurement@nv.doe.gov](mailto:procurement@nv.doe.gov).

We further wish to inform you that most MSTS departments will be shut down between **December 19, 2025** and **January 4, 2026**. MSTS employees are encouraged to take that time off to spend with their families. Should you have any questions regarding this, please contact Accounts Payable at [acctpay@nv.doe.gov](mailto:acctpay@nv.doe.gov) or Procurement at [procurement@nv.doe.gov](mailto:procurement@nv.doe.gov) prior to **December 19**.

We thank you for your help in updating our VMF.

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Wishing you and your colleague's health, happiness, and a prosperous new year.

Donna G. Belt-Campbell  
Disbursements Manager  
Finance & Accounting Organization