



4 Jun 1998

MEMORANDUM FOR DISTRIBUTION LIST A

FROM: WR-ALC/FM

SUBJECT: New Guidance on Receiving Reports

1. As a result of a recent visit from Congressional staffers to one of the DFAS-Denver Operating Locations (OPLOCs), it was noted that receiving reports submitted by field activities did not contain sufficient information to properly identify all specified requirements. As a result, receiving reports that do not meet the minimum requirements of the Federal Acquisition Regulation (FAR) 32.905(F) will not be accepted/processed by the DFAS OPLOCs. This has also been incorporated into the financial regulations under IMC 98-5, DFAS-DE 7010.2-R and will implement 1 Jul 98.

2. During the first eight months of FY98, over \$123,000 in interest penalties have been charged to this installation because organizations were late in providing receiving reports/certified invoices to DFAS. Unless we take action to reverse this trend, interest penalties could rise even higher under this guidance. **Funding to pay these penalties will be sourced directly from your current year funds.** In order to reflect effective stewardship of our scarce resources, you need to ensure receiving reports are properly documented and submitted promptly upon receipt of the item or service. The minimum receiving report documentation requirements must include the following:

- (a) Contract/purchase order number
- (b) Description of the items/services received
- (c) Quantity of the items/services received
- (d) Dollar value of the items/services received
- (e) Receiving official's signature and certification statement as described in para. 3

3. All receiving reports must include the receiving official's signature, printed name, rank/grade, title, organization, certification statement noted below, date of acceptance (receipt), and phone number (DSN and/or commercial). If this information is not legible, the receiving report will be returned by the OPLOC for reaccomplishment. The responsible official will include the following signed statement on all receiving reports: "I certify that the item/service was received and accepted on (month/day/year)". The list of documents that will be accepted as valid receiving reports include:

- (a) DD Form 250, Material Inspection and Receiving Report
- (b) DD Form 1155, Order for Supplies or Services/Request for Quotations
- (c) SF 1449, Solicitation/Contract/Order for Commercial Item
- (d) Blank sheet of paper containing all elements noted in para. 2a - 2e and para. 3

Atch 98-4E (FAR 32) Post to FAR 32.905(f) by circling the reference and noting in the margin: "See 64-10, Atch 98-4E filed at FAR 32." Then file the Atch behind the sups to FAR 32.

(e) For services: a signed copy of the vendor's invoice containing all aforementioned elements

4. The DD Form 1155 or SF 1449 cannot be used to acknowledge "partial" receipts. As a result, strongly suggest these documents be used for "complete" payments only. If these documents are used as a receiving report, the responsible receiving official must clearly mark in bold somewhere on the document "RECEIVING REPORT".

5. Unfortunately, the IAPS-generated request for receiving report does not meet the minimum requirements for a receiving report. As a result, it will not be accepted as sole evidence that material or services were received. The IAPS-generated request will be treated as a blank sheet of paper, described in para. 3d, annotated with all of the minimum required elements described above. These provisions do not apply to electronic interfaced receipts through the Base or Medical Supply systems.

6. Please disseminate this information throughout your organization and ensure your people are acquainted with these procedures. **Failure to comply could result in late vendor payments, which generate unnecessary interest penalties chargeable to your organization's funds.** Your assistance in this matter is greatly appreciated. Please direct any questions to either Cindy Reynolds, or Carolyn Barfield, FMFA, 62645.

//SIGNED//

RANDALL M. FOUNTAIN, Col, USAF
Deputy Director
Financial Management & Comptroller