

BLOCK NO.	DD FORM 1155 -- PURCHASE ORDER BLOCK TITLES AND DATA ENTRY INFORMATION
18	ITEM NO. -- Enter a contract line item number (CLIN) for each item being ordered starting with "0001" and continuing until all items are listed. In the majority of purchases made by activities other than a stock point, requirements will be identified on a line item versus a subline item basis. Further discussion on line item numbering is found in DFARS 204.7103.
19	<p>SCHEDULE OF SUPPLIES/SERVICES -- The schedule should contain the following information, if applicable, in the order listed:</p> <ul style="list-style-type: none"> (1) If DD1155 is confirming an oral order, enter "CONFIRMING ORDER -- DO NOT DUPLICATE" above items. (2) National Stock Number (NSN). (3) Item Identification (i.e., purchase description). (4) Quantity Variance allowed if any. (5) Inspection/Acceptance point where the inspection and acceptance will take place (e.g., "Inspection and Acceptance shall take place at the destination"). (6) Preservation and Packaging requirements. (7) Packing requirements such as preservation material, crate or skid size, etc. (8) Delivery Date(s) if not entered in block 10. (9) MARK FOR address if required, and (10) For FMS requirements, clearly indicate "FMS Requirement" on the face of the DD Form 1155, and specify by each line/subline items number the FMS Case Identifier (e.g., FMS Case Identifier GY-D-DCA).
20	QUANTITY ORDERED/ACCEPTED -- Enter the total quantity ordered for the line item.
21	UNIT -- Enter the unit of measure applicable to the line item. If unit is vague (e.g., box), define the unit in the item description.
22	UNIT PRICE -- Enter the unit price applicable to the line item.
23	AMOUNT -- Enter the extended dollar amount (quantity x unit price) for each line item.
24	CONTRACTING/ORDERING OFFICER -- Enter the contracting officer's signature. No one may sign the order "For" or "By Direction." Only an appointed contracting/ordering officer acting within his/her delegated authority may sign the DD Form 1155.
25	TOTAL AMOUNT -- Enter the total dollar amount for all line items on the order. If order is unpriced, enter "Not to Exceed" above this amount. If order is under

NAVSUPINST 4200.85C

BLOCK NO.	DD FORM 1155 -- PURCHASE ORDER BLOCK TITLES AND DATA ENTRY INFORMATION
	"F.o.b. Origin, Freight Prepaid" terms, enter "Plus Transportation" above this amount.
26 THRU 42	These blocks are used in the receiving and paying functions. Copies of the DD Form 1155 should be forwarded to/be available for the receivers and paying office for their use, as applicable.

ORDER FOR SUPPLIES OR SERVICES (Contractor must submit four copies of invoice.)				Form Approved OMB No. 0704-0187 Expires Jun 30, 1997	PAGE 1 of 2
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, Va 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503.					
PLEASE DO NOT RETURN YOUR FORM TO EITHER OF THESE ADDRESSES. SEND YOUR COMPLETED FORM TO THE PROCUREMENT OFFICIAL IDENTIFIED IN ITEM 6.					
1. CONTRACT/PURCH ORDER NO. N00023-96-M-5345		2. DELIVERY ORDER NO.		3. DATE OF ORDER (YYMMDD) 96 MAR 01	
6. ISSUED BY Purchase Department Naval Supply Systems Command 1931 Jefferson Davis Highway Arlington, VA 22241-5360 POC: E. Robinson, 21G, (703) 607-0712		CODE N00023		4. REQUISITION/PURCH REQUEST NO. N00023-6075-9999	
9. CONTRACTOR NAME AND ADDRESS Vortex Systems, Inc. 1234 Vortex Way Bethesda, Maryland 12345-9999		CODE		FACILITY CODE	
10. DELIVER TO FOB POINT BY (Date) (YYMMDD) See Schedule		11. MARK IF BUSINESS IS		8. DELIVERY FOB	
12. DISCOUNT TERMS .5% 20 DYS		13. MAIL INVOICES TO CONTRACTING OFFICER AT BLOCK 6 ADDRESS		<input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See schedule if other)	
14. SHIP TO Facilities Manager Naval Supply Systems Command 1931 Jefferson Davis Hwy, 6th Floor Arlington, VA PH: (703) 607-9999		CODE N00023		15. PAYMENT WILL BE MADE BY CODE HQ0103	
16. DELIVERY TYPE OF ORDER <input checked="" type="checkbox"/> PURCHASE		This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your Telequote by P. Smith on 96 Feb 29 ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			
<input type="checkbox"/> NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE	
17. ACCOUNTING AND APPROPRIATION DATA / LOCAL USE		ACRN AA: 1761804.2910 000 00612 0 00612 2D 281160 FP6075999900 NOT TO EXCEED: \$2350.00			
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
0001	Services, labor and material for the repair of (1) Vortex model 31-1CW Motor, ser. no. 310795A Repair to include rewinding stator and rotor; and replacing main bearing. Period of Performance: 96 MAR 06 thru 96 MAR 07 Inspection and Acceptance at Destination.	1	JOB	\$2,350.00	\$2,350.00
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and enclose.					25. TOTAL \$2,350.00
24. UNITED STATES OF AMERICA <i>W.P. Mack</i> BY: W. P. MACK		CONTRACTING/ORDERING OFFICER			29. DIFFERENCES
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		27. SHIP. NO.		28. D. O. VOUCHER NO.	
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY	
36. I certify this account is correct and proper for payment.		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		33. AMOUNT VERIFIED CORRECT FOR	
DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER		37. RECEIVED AT		38. RECEIVED BY (Print)	
39. DATE RECEIVED (YYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER	
42. S/R VOUCHER NO.		35. BILL OF LADING NO.		34. CHECK NUMBER	

The following checked (☒) Clauses are hereby included in this Purchase Order:

☒ FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This order incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

- ☒ FAR 52.203-3 GRATUITIES (APR 1984)
- ☒ FAR 52.222-3 CONVICT LABOR (APR 1984)
- ☒ FAR 52.225-11 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (MAY 1992)
- ☒ FAR 52.232-8 DISCOUNTS FOR PROMPT PAYMENT (APR 1989)
- ☒ FAR 52.232-25 PROMPT PAYMENT (MAR 1994)
- ☒ FAR 52.233-1 DISPUTES (MAR 1994)
- ☒ FAR 52.233-3 PROTESTS AFTER AWARD (AUG 1989)

NOTE: If this order is "Unpriced" as indicated by the words "Not to Exceed" or the abbreviation "NTE" in the schedule, the following clause is hereby incorporated in this Purchase Order:

☒ FAR 52.213-3 NOTICE TO SUPPLIER (APR 1984)

This is a firm order only if your price does not exceed the maximum line item or total price in the Schedule. Submit invoices to the Contracting Officer. If you cannot perform in exact accordance with this order, WITHHOLD PERFORMANCE and notify the Contracting Officer immediately, giving your quotation. (End of clause)

SAMPLE ONLY

MEMORANDUM FOR THE FILE

Subj: EXERCISE OF OPTION UNDER PURCHASE ORDER _____
 FOR _____ AS REQUIRED BY _____
 FOR THE PERIOD _____ THROUGH _____

Ref: (a) FAR 17.207
 (b) FAR 13.112
 (c) NAVSUPINST 4200.85C

1. (Name of Requester) has advised that the requirement covered by the option will fulfill an existing Government need and funds (have been made available/will be made available/or will be made available under individual delivery orders). The contractor's performance has been satisfactory and the requester recommends the option be exercised.
2. The original procurement (was/was not) synopsisized in accordance with (FAR 5.201/5.202). (Number) sources were solicited and (number) of offers were received. The contract provides for a base (period/quantity) and additional option (periods/quantities). Price for the option(s) were evaluated in the award and determined to be fair and reasonable based on (adequate price competition/adequate price and technical competition/price analysis/cost analysis). Award was made to (contractor's name).
3. There has been no significant change in the market situation or the option requirement that would cause the contractor to significantly lower his price. Other factors considered in the determination to exercise the option were the Government's need for continuity of operation and potential cost to the Government of disrupting operations.
4. *(This paragraph or similar language required when the services procured fall under the Service Contract Act and a wage determination was received from the Department of labor.)* The price for the proposed option period is subject to adjustment as a result of a new wage determination issued by the Department of Labor. Any request by the contractor for an increase in the contract price as a result of a new wage determination will be evaluated and a determination of reasonableness will be accomplished prior to issuance of a modification changing the contract price. The definitization schedule to exercise the option and negotiate the wage increase for the option period is set forth below:

- _____ Request Wage Determination from DOL
- _____ Receive Wage Determination
- _____ Issue Preliminary Notice Mod and Add Wage Det.
- _____ Receive Contractor's Revised Quote
- _____ Conduct Negotiations
- _____ Issue Modification Exercising Option

5. Information Systems approval in accordance with SECNAVINST 5231.1B has been provided. (*NOTE: Only required for FIP equipment/services or software.*)

6. Based on the above, it is determined that exercise of the option is in accordance with the terms of the purchase order, references (a) through (c) and is the most advantageous method of fulfilling the Government's need, price and other factors considered.

DATE: _____

Contracting Officer

CHAPTER 7

ADMINISTRATION

1. Scope. This chapter prescribes procedures for administration of purchases awarding using Simplified Acquisition Procedures. The administration function as covered in this chapter includes all facets after contract award including inspection and acceptance, modifications to awards, maintenance, close out and retention of contract files and contract reporting requirements.

2. Inspection and Acceptance

a. Inspection and Acceptance at Destination. Simplified acquisition actions are generally inspected and accepted at destination and all administration is performed by the purchasing office issuing the order.

b. Inspection and Acceptance at Source. In instances where critical items are being ordered, contractor inspection is required, or other cases requiring administration beyond the capability of the issuing office, a contract administration organization is assigned to administer the order. If such an organization is assigned to perform inspection and acceptance (i.e., inspection and acceptance at source), they will perform all other contract administration functions, as well.

(1) Defense Contract Management Command (DCMC) is the organization that provides contract administration support for DoD. DCMC is divided into districts throughout the country called Defense Contract Management Districts (DCMDs) which are further broken down into management areas known as Defense Contract Management Area Operations (DCMAO) offices. Administration of the purchase order is assigned to the management area for the city and state where the contractor is located. To determine which DCMD to assign, use the current addition of DoD Directory of Contract Administration Services Components, DLAH 4105.4. Once you determine the correct management area for administration, you then determine which management area office will perform inspection and where acceptance will take place. This may or may not be the same as the address of the contractor with whom the order was placed.

c. DD Form 1155. Block 7 of the DD Form 1155, "Administered by" shall be filled in as follows:

(1) Administration retained by purchase office. When administration of the purchase order is retained by the purchase office, this block will be left blank.

(2) Administration performed by DCMC. Enter the name and address of the DCMAO or military activity responsible for administration services.

3. Modification of Purchase Orders. Purchase orders may be modified to change price, delivery, terms and conditions, etc. A purchase order may be modified by use of (1) Standard Form 30, Amendment of Solicitation Modification of Contract; or (2) an agency-designed form or an agency-approved automated format. Each purchase order modification shall identify the order it modifies and shall contain an appropriate modification number. The contracting officer shall sign each modification.

a. Modification Types. There are two types of modifications, unilateral and bilateral. Bilateral modifications are also known as supplemental agreements. The type of modification issued will depend on the change to be made. Contracting officers need not obtain a contractor's written acceptance of a purchase order modification, unless the written acceptance is determined by the contracting officer to be necessary to ensure the contractor's compliance with the purchase order as revised. A sample of each type of modification is contained at the end of this chapter.

b. Unilateral Modification of Purchase Orders. The unilateral modification allows the contracting officer to make changes to a purchase order without obtaining the contractor's written acceptance. Three type of unilateral modifications generally authorized with simplified acquisitions include administrative modifications, unilateral modifications, and change orders.

(1) Administrative change. An administrative change is a modification, primarily of an administrative nature, which does not alter the essential agreement between the parties. Administrative changes may be made by the contracting officer without requiring the contractor's acceptance and should have block 13B of the SF30 checked. Examples of this type of modification include:

- (a) Changes in the paying office;
- (b) Changes in accounting data; and

(c) Corrections of typographical errors.

(2) Unilateral Modifications. Unilateral modifications may be issued to make changes to a unilateral purchase order under the following conditions:

(a) The modification must be issued prior to commencement of performance and be within the scope of the original order;

(b) Agreement must be obtained from the contractor on the proposed change/withdrawal and the resulting modification (SF 30) must be annotated with a reference to the contractor's confirmation and agreement of the proposed change. (This may be a reference to a phone conversation or written correspondence from the contractor.); and

(c) Block 13(d) of the resulting SF 30 must be annotated to reflect the issuance of an authorized unilateral modification.

(3) Change Orders. A change order is a unilateral, written order signed by the contracting officer, which, under the authority of the "Changes Clause", directs the contractor to make changes within the general scope of the purchase order and is identified by checking block 13A of the SF30. Although seldom used to modify purchase orders, a change order can be issued under the following conditions:

(a) A change order can only be made to a bilateral purchase order in which the applicable changes clause has been incorporated.

(b) The proposed change must be within the scope of the original order and allowable under the changes clause as follows:

1 For Supplies - Drawings, designs, or specifications, where supplies to be furnished are to be specially manufactured for the government in accordance with those drawings, designs, or specifications; method of shipment or packing; or place of delivery;

2 For services - Description of services to be performed; time of performance; or place of performance of the services; or

3 For services, where supplies are to be furnished - items in 1 and 2 above.

(c) Equitable adjustment. After issuance of the change order, the contractor has the right to make a claim for an equitable adjustment if the change caused an increase in the cost of the contract. The contractor is required to make the claim within 30 days from the date of the notification of change. The contracting officer shall review the claim for acceptance or negotiation. After agreement with the contractor is reached, an SF 30 Supplemental Agreement must be issued to definitize the change order.

(d) As a change order always requires definitization, it is generally preferred to negotiate an agreement with the contractor and issue the change as a supplemental agreement. Change orders to purchase orders are normally used only in emergency situations when the change must be made immediately and time is not available to negotiate with the contractor.

c. Bilateral Modification or Supplemental Agreement. A supplemental agreement is any modification mutually arrived at by both parties. A supplemental agreement must be signed by both the contracting officer and the contractor. The clauses applicable to bilateral purchase orders, shown at DFARS 213.507(a)(ii), and chapter 6D of this instruction shall be incorporated by reference on the SF 30 unless previously included in the purchase order. The effective date of the modification shall be filled in before the modification is presented to the contractor for signature. This entry, in Block 3 of the SF 30, will be the date agreed upon by the contractor and the contracting officer as the date on which the change will be effective. Block 13C of the SF30 should also cite 10 USC 2304(g) as the authority for issuing the modification. The following are examples of different types of supplemental agreements:

(1) New acquisition supplemental agreement

(a) Increase the quantity of supplies and/or services to be rendered under an existing order.

(b) Enlarge the scope of an existing order.

Any increase in quantity or change in scope of work must be supported by a purchase request/requisition. Adding requirements to a purchase order by modification does not

eliminate the rules for soliciting competition, small businesses, etc.

(2) Supplemental Agreements which otherwise change the obligations of the parties

(a) Decrease the quantity of supplies to be delivered in exchange for a corresponding reduction in the contract price.

(b) Accelerate the delivery date in exchange for a higher contract price.

(c) Change specification or delivery requirements in exchange for an appropriate adjustment of the contract price. In a supplemental agreement which changes the obligation of the parties, the Government will receive a new benefit or something of additional value, known as consideration, in exchange for the Government's release of the contractor from existing obligations under the contract. If a price increase or decrease is involved, accounting data and the amount involved in the modification itself must be shown in Block 12 of the SF 30.

d. Numbering of Modifications to Purchase Orders. Each modification shall reference the applicable purchase order number as well as contain a modification number. Modification numbers shall be assigned as prescribed by DFARS 204.7004 and shall consist of a six position alpha numeric number constructed as follows:

(1) The first position shall be a capital letter identifying the modification issuing office as:

P - office which issued the purchase order being modified,

A - office other than that which issued the purchase order being modified;

(2) The remaining positions shall be the modification serial number, constructed for each individual purchase order, commencing 00001 through 99999, A0001 through A9999, etc.

e. Distribution of Modifications. The original and copies of the modification shall be distributed in the same manner as the original purchase order.

4. Modification of Delivery Orders. Modifications to delivery orders against Federal Supply Schedule, indefinite delivery type contracts, or indefinite delivery type purchase orders may follow the procedures in paragraph 3 above, with the following exceptions:

a. Numbering of Delivery Order Modifications

(1) Modifications to delivery orders against FSS contracts may use the same numbering system addressed paragraph 3, above.

(2) Modifications to delivery orders against IDTCs or IDTPOs shall be numbered in accordance with DFARS 204.70 with a two digit number beginning with 01,02, etc. This is used as a supplement to the four digit order number (i.e. 0001/01, H901/01, etc)

b. Reference. When the modification being issued requires a reference in Block 13 of the SF 30, and is being issued in accordance with terms and conditions of the contract, the applicable contract number or mutual agreement of the parties will be cited.

5. Withdrawal/Cancellation/Termination of Purchase Orders

a. Withdrawal. A unilateral purchase order which has not been accepted in writing or performance has not yet been initiated by the contractor may be withdrawn at any time before the contractor furnishes the supplies/services or proceeds with the work to the point that substantial performance has occurred. The contracting officer may withdraw the order by use of a unilateral modification, sent by certified mail, return receipt requested.

b. Methods of Cancellation/Termination

(1) Cancellation. After acceptance, the contractor shall be asked to agree to cancellation of the order without cost or liability to either party. If the contractor agrees, the cancellation shall be affected by the use of the SF 30, issued as a supplemental agreement in accordance with block 4d, and signed by the contractor and the contracting officer. The modification should state that the purchase order is hereby canceled at no cost to either party and shall include a reference to the conversation, if any, in which the contractor agreed to the cancellation. The SF 30 should be sent to the contractor by certified mail, return receipt requested.

(2) Contractor does not accept cancellation. If the contractor does not accept the cancellation or claims that costs were incurred as a result of beginning performance under the purchase order, the contracting officer shall process the termination action as prescribed by FAR Part 49. (However, this step may not be necessary if simple restocking costs, etc are the only costs to be bared by the government.) Before beginning such action, the case will be referred to the cognizant legal counsel of the activity. Action shall be withheld pending advice from the office to which the referral was made.

(3) Cancellation of bilateral purchase orders. If the contractor has accepted the purchase order in writing by signing the "Acceptance" block on the face of DD Form 1155, by signature on SF 30, or other acceptable means, and other than simple restocking costs, etc are anticipated, a termination shall be processed in accordance with FAR Part 49.

6. Maintenance of the Official File. A file documenting all actions taken will be maintained for each individual purchase action regardless of which simplified acquisition method is used. Files may be maintained in any medium (paper, electronic, microfilm, etc) as long as the requirements of this paragraph are met. Paper file documents should be maintained in the same folder, if practicable. Each purchase file shall include, at a minimum, the following:

(1) A copy of the purchase request/requisition document with evidence of available funds, adequate purchase description, all approvals, and if applicable sole source justification from the customer;

(2) Documentation that acquisition has been synopsized when applicable;

(3) A copy of the abstract/worksheet with a complete record of the solicitation, including contractors contacted, responses received, evaluations, etc.

(4) Evidence of award, documentation supporting the basis on which the award was made, and documentation supporting the price reasonableness determination;

(5) Any other documentation supporting the action taken (e.g., certification from the comptroller as to the appropriate use of the fund cited for the material to be purchased);

(6) Documentation supporting any administrative actions taken, including signed copies of all modifications; and

(7) Copy of the invoice and, when practicable, evidence of receipt, inspection and acceptance.

7. Close Out and Retention of Official Purchase Files. Purchase files shall be closed upon determination by the contracting officer that all required actions have been completed (i.e., evidence of receipt of property and final payment). Although individual documents within the official file may not need to be retained for the full period, the complete purchase file may be destroyed three (3) years after final payment.

8. Contract Reporting.

a. DD Form 350 Report. The DD Form 350, "Individual Contracting Action Report" shall be completed and reported in accordance with DoD FAR Supplement 204.600 for acquisitions that exceed \$25,000. DoD FAR Supplement 253.204-70 contains instructions for completion of Parts A through F of the DD Form 350. NAVSUPINST 4200.86 (series) contains instructions for the reverse of the form.

(1) Due date. As specified in DFARS 204.607-3 the DD Form 350 shall be completed in the required format within three working days after the date on which the dollars were actually obligated/deobligated by the contracting officer and submitted prior to the close-out of the reporting month. "Memo" reports are to be prepared and submitted in accordance with the aforementioned guidance. All activities shall ensure reports are submitted prior to the DD Form 350 year end close-out processing. Reports not submitted within the fiscal year in which the action was taken shall be submitted in the following fiscal year.

b. DD Form 1057. The DD Form 1057, "Monthly Contracting Summary of Actions" shall be completed and reported in accordance with DoD FAR Supplement 204.600. DoD FAR Supplement 253.204-71 contains instructions on completion of the DD Form 1057. NAVSUPINST 4200.86 (series) contains instructions for completion of the reverse of the DD Form 1057.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

	1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 96 JAN 02	4. REQUISITION/PURCHASE REQ. NO. N00023-5362-3210
		5. PROJECT NO. (If applicable)

6. ISSUED BY Contracting Officer Naval Supply Systems Command 1931 Jefferson Davis Highway Arlington, VA 22241-5360 POC: E. Robinson, Code 21G, (703) 607-0712	CODE N00023	7. ADMINISTERED BY (If other than Item 6)
		CODE

SAMPLE ADMINISTRATIVE CHANGE
=====

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	(y)	9A. AMENDMENT OF SOLICITATION NO.
XYZ Company 4321 Zero Street Washington, D.C. 20003-5148		9B. DATED (SEE ITEM 11)
	X	10A. MODIFICATION OF CONTRACT/ORDER NO. N00023-96-M-0399
		10B. DATED (SEE ITEM 13) 95 DEC 28

CODE 12345	FACILITY CODE	
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11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Block 14

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(y)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The appropriation symbol and subhead portion of the Accounting and Appropriation Data for CLIN 0001, ACRN AA in the above referenced purchase order is hereby changed.
 From: 1771804.2910
 To: 1761804.2910

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
	W. P. MACK Supervisory Purchasing Agent		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY <i>W.P. Mack</i> (Signature of Contracting Officer)	96 JAN 02

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 96 JAN 02	4. REQUISITION/PURCHASE REQ. NO. N00023-5362-3211	5. PROJECT NO. (If applicable)		
6. ISSUED BY Purchase Department Naval Supply Systems Command 1931 Jefferson Davis Highway Arlington, VA 22241-5360 POC: E. Robinson, Code 21G, (703) 607-0712		CODE N00023	7. ADMINISTERED BY (If other than Item 6) SAMPLE UNILATERAL MODIFICATION		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Timely Delivery Company 123 Speedy Road San Diego, CA 91945-0030 POC: J. Smiley (800) 555-1234			(f)	9A. AMENDMENT OF SOLICITATION NO.	
CODE 23456 FACILITY CODE				9B. DATED (SEE ITEM 11)	
			X	10A. MODIFICATION OF CONTRACT/ORDER NO. N00023-96-M-5432	
				10B. DATED (SEE ITEM 13) 95 DEC 28	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) ACRN: AA 1761804.2910 000 68734 0 660951 2D 000000 0676182GE10 Net Increase: \$10.00					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
<input checked="" type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. <input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). <input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <input checked="" type="checkbox"/> D. OTHER (Specify type of modification and authority) This unilateral modification confirms and is issued pursuant to telcon between E. Robinson (NAVSUP) and J. Smiley (Timely) on 96 JAN 02.					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The above referenced purchase order is modified as follows: 1. Part No. for Item 0001 is changed from WZX12 to WZX13. 2. Unit Price of Item 0001 in Block 22 is changed from \$2.00 to \$3.00! Amount in Block 23 for Item 0001 is changed from \$20.00 to \$30.00. 3. As a result of the above changes, the total amount of the order shown in Block 25 is changed from \$150.00 to \$160.00.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			W. P. MACK Supervisory Purchasing Agent		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
(Signature of person authorized to sign)			BY <i>W. P. Mack</i> (Signature of Contracting Officer)		96 JAN 02

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 96 JAN 02	4. REQUISITION/PURCHASE REQ. NO. N00023-5362-3212	5. PROJECT NO. (If applicable)		
6. ISSUED BY Purchase Department Naval Supply Systems Command 1931 Jefferson Davis Highway Arlington, VA 22241-5360 POC: E. Robinson, Code 21G, (703) 607-0712		CODE N00023	7. ADMINISTERED BY (If other than Item 6)		CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) XYZ Company 4321 Zero Street Washington, D.C. 20003-5148 FAX: M. Zee (703) 555-1234			<u>SAMPLE CHANGE ORDER</u>		
			9B. DATED (SEE ITEM 11)		
			10A. MODIFICATION OF CONTRACT/ORDER NO. X N00023-96-M-0399	10B. DATED (SEE ITEM 13) 95 DEC 28	
CODE 12345	FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(v)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. FAR 52.243-1, Changes--Fixed Price
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Change the method of shipment from ground freight to express air freight.

Change required delivery date from 31 Jan 1996 to 9 Jan 1996.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		W. P. MACK Supervisory Purchasing Agent	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY <u>W.P. Mack</u> (Signature of Contracting Officer)	96 JAN 02

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE _____ PAGE OF PAGES
1 | 2

2. AMENDMENT/MODIFICATION NO. P00001
3. EFFECTIVE DATE 96 JAN 02
4. REQUISITION/PURCHASE REQ. NO. N00023-6002-0001
5. PROJECT NO. (If applicable) _____

6. ISSUED BY CODE N00023
7. ADMINISTERED BY (If other than Item 6) CODE _____

Purchase Department
Naval Supply Systems Command
1931 Jefferson Davis Highway
Arlington, VA 22241-5360
POC: E. Robinson, Code 21G, (703) 607-0712

SAMPLE SUPPLEMENTAL AGREEMENT

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

XYZ Company
4321 Zero Street
Norfolk, VA 20003-1234

(f) 9A. AMENDMENT OF SOLICITATION NO. _____

9B. DATED (SEE ITEM 11) _____

10A. MODIFICATION OF CONTRACT/ORDER NO. _____

X N00023-96-M-0111

10B. DATED (SEE ITEM 13) _____

CODE 13480 FACILITY CODE _____ 95 DEC 28

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

ACRN: AA Net Increase: \$114.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(v) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

X 10 U.S.C. 2304(g)

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Due to the need to increase the number of lighting fixtures, the purchase order referenced in Block 10A above is modified as follows:

Change the Quantity in Block 20 for Item 0001 from 10 each to 15 each.

The Unit Price remains the same; but change the Amount in Block 23 for Item 0001 from \$228.00 to \$342.00.

Due to the above changes, the total amount of the order shown in Block 25 is changed from \$1,500.00 to \$1,614.00.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) A. B. ZEE Vice President
16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) W. P. MACK Director Purchase Dept

15B. CONTRACTOR/OFFEROR A. B. ZEE (Signature of person authorized to sign)
15C. DATE SIGNED 1/5/96
16B. UNITED STATES OF AMERICA BY W. P. Mack (Signature of Contracting Officer)
16C. DATE SIGNED 96 JAN 02

The following checked () clauses are hereby incorporated in the above referenced Purchase Order by this Supplemental Agreement:

- FAR 52.243-1 CHANGES -- FIXED PRICE (AUG 1987)
[Applies to order for Supplies]
- FAR 52.243-1 CHANGES -- FIXED PRICE ALTERNATE I
(APR 1984)
[Applies to Services with no supplies]
- FAR 52.243-1 CHANGES -- FIXED PRICE ALTERNATE II
(APR 1984)
[Applies to Services with supplies]
- DFARS 252.243-7001 PRICING OF CONTRACT MODIFICATIONS
(DEC 1991) [Applies to all]
- FAR 52.249-1 TERMINATION FOR CONVENIENCE OF THE
GOVERNMENT (FIXED PRICE) (SHORT FORM)
(APR 1984)
[Applies to order for Supplies, or
Services with Supplies]
- FAR 52.249-4 TERMINATION FOR CONVENIENCE OF THE
GOVERNMENT (SERVICES) (SHORT FORM)
(APR 1984)
[Applies to Services with no supplies]
- FAR 52.249-8 DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)
(APR 1984) [Applies to all]

SAMPLE ONLY

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. JS01-01		3. EFFECTIVE DATE 96 MAR 01	4. REQUISITION/PURCHASE REQ. NO. N00023-6075-0123	5. PROJECT NO. (If applicable)
6. ISSUED BY Purchase Department Naval Supply Systems Command 1931 Jefferson Davis Highway Arlington, VA 22241-5360 POC: E. Robinson, Code 21G, (703) 607-0712		CODE N00023	7. ADMINISTERED BY (If other than Item 6) CODE	

**SAMPLE UNILATERAL MODIFICATION
TO DELIVERY ORDER UNDER IDTC/IDTPO**

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ABC Corporation 123 Zero Street Philadelphia, PA 20056-1234		(#)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. N00023-96-D-0012, JS01
			10B. DATED (SEE ITEM 13) 96 FEB 10
CODE 10987	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified

12. ACCOUNTING AND APPROPRIATION DATA (If required)
 ACRN: AA Net Increase: \$1,150.00

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(D).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Unilateral Modification issued pursuant to FAR 52.212-10

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 As authorized by the "Delivery of Excess Quantities" clause in the above referenced purchase order, this modification hereby changes the payment authorized for the quantities delivered by the contractor in excess of \$250 on ITEM No. 0001. The Net Increase, shown in Block 12 was calculated as follows:

ITEM 0001 Quantity Received 24 boxes at \$100 per box =	\$2400.00
- ITEM 0001 Quantity Ordered 10 boxes at \$100 per box =	\$1000.00
GROSS DIFFERENCE =	
\$1400.00	
MINUS CLAUSE ALLOWANCE =	
\$ 250.00	
NET ALLOWABLE INCREASE =	
\$1150.00	

Change Block @5 TOTAL From: \$4,200.00 To: \$5,350.00

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		W. P. MACK Supervisory Purchasing Agent	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY <u>W.P. Mack</u> (Signature of Contracting Officer)	96 MAR 01

CHAPTER 8

PAYMENTS

1. Scope. This chapter provides payment procedures that apply to all DoN shore purchasing activities.

2. General. The government has an obligation to ensure contractors are paid in a timely fashion for the supplies and services they provide to DoN activities. Buyers and contracting officers must include invoicing instructions for the contractor and specify the government's payment procedures when preparing and issuing orders using simplified acquisition procedures. This chapter prescribes payment procedures to be used when issuing FACNET orders, blanket purchase agreements, purchase orders, delivery orders, or when payment by the Governmentwide Commercial Purchase Card is authorized in conjunction with one of these methods.

3. Prompt Payment. FAR 32.9, DFARS 232.9 and NAPS 5232.9 prescribe policies, procedures and clauses for implementing the Office of Management and Budget (OMB) Circular A-125, "Prompt Payment." These references require DoN activities to pay for supplies or services accepted by the government within the specified time limits after receipt of a proper invoice in order to avoid paying the contractor automatic interest penalties for late payments. FACNET orders, Blanket Purchase Agreements and Purchase Orders must include FAR clause 52.232-25, Prompt Payment, unless payment by the Governmentwide Commercial Purchase Card is authorized.

a. Proper Invoice. The clause requires the contractor to submit a proper invoice to the billing office stipulated by the contracting officer. If the invoice does not comply with the following requirements, the contractor must be notified of the defect(s) on the invoice within 7 calendar days (3 days for meat, meat food products, or fish; and 5 days for perishable agricultural commodities, dairy products, edible fats or oils and food products prepared from edible fats or oils) after receipt of the invoice at the designated billing office. These requirements are:

- (1) Name and address of contractor;
- (2) Invoice date;
- (3) Purchase order number, BPA and BPA call numbers, or contract and delivery order numbers;

(4) Contract line item number, item description, quantity, unit of measure, unit price and extended price of supplies delivered or services performed;

(5) Prompt payment discount terms, shipment number and date of shipment (bill of lading number and weight of shipment will be shown for shipments on Government bills of lading);

(6) Name and address to which payment is to be sent (which must be the same as that on the ordering document or on a proper notice of assignment);

(7) Name (where practicable), title, phone number, and mailing address of person to be notified in event of a defective invoice; and

(8) Any other information or documentation required by the terms and conditions stated in the order (such as evidence of shipment).

b. Payment Due Dates. The payment due date for most supplies and services is the 30th calendar day after the later of either the receipt date of a proper invoice by the designated payment office or the government acceptance date of supplies delivered or services performed. Special attention should be given to the payment due dates of no later than:

(1) Seven calendar days after product delivery of fresh or frozen meat, poultry, fish, or eggs; or their perishable food products.

(2) Ten calendar days after product delivery of perishable agricultural commodities or dairy products.

(3) Fifteen calendar days after the date of shipment or receipt listed on the invoice if the order also contains FAR clause 52.213-1, Fast Payment Procedure (see the paragraph entitled "Fast Payment Procedure" below).

c. Interest Penalties. An interest penalty shall be paid automatically by the designated payment office if payment is not made by the above due dates if a proper invoice was received by the billing office; a receiving report authorizing payment was processed; and there was no disagreement over quantity, quality, or contractor compliance with any contract term or condition.

d. Purchasing Office Responsibility. FAR clause 52.232-25 shall be incorporated by reference in the order. Since the full text is not in the order, the purchasing office should have a procedure in place for ensuring receiving, inspecting, accepting and billing office personnel are aware of the time frames involved in the prompt payment process. In addition, purchasing personnel must provide the contractor clear instruction on how and where to submit his/her invoice.

4. Fast Payment Procedure. The fast payment procedure (Fast Pay) is designed to allow payment to a contractor prior to receipt and acceptance of supplies by government representatives at the destination.

a. Conditions for Use. This payment procedure may only be used if all the following conditions are present:

(1) Individual orders, including delivery orders issued against FSS and indefinite delivery type contracts or purchase orders, are firm-fixed priced supply orders which do not exceed \$25,000;

(2) The destination (i.e., final consignee) is an afloat unit or U.S. Government agency facility/office located outside the continental United States (e.g., Alaska, Hawaii, other overseas locations);

(3) Since payment based on evidence of acceptance at these destinations can be unduly delayed, Government ownership will occur (and payment shall be due within 15 calendar days after receipt of a proper invoice) upon representation by the contractor that delivery has been made to:

(a) A post office for mailing or common carrier for shipment to the destination; or

(b) A Government representative at the point of first receipt/consignment, if the shipment to the final consignee is by a means other than the U.S. Postal Service or common carrier;

(4) The contractor agrees to replace, repair, or correct supplies not received at the final destination, damaged in transit, or not meeting purchase requirements if notified of discrepancies by the contracting officer within 180 calendar days from the date of shipment or receipt at the first point of consignment; and

(5) A system is in place to ensure records are maintained on contractor's performance under fast payment acquisitions and timely feedback by requiring activities to the contracting officer in the case of contractor deficiencies.

b. Preparation of Fast Pay Orders. Except when orders are processed via FACNET, all types of orders incorporating fast payment procedures shall be prepared and issued on a DD Form 1155, Order for Supplies or Services. The DD Form 1155 shall be prepared in accordance with DFARS 253.213-70 and the following:

(1) Block 1 shall include Purchase Order, Indefinite Delivery Type Purchase Order, Contract or Blanket Purchase Agreement number;

(2) Block 2 shall be left blank unless the DD Form 1155 is a delivery order or confirms a BPA call; then the delivery order or call number shall be included;

(3) Block 7 shall indicate that administration is retained by the purchasing office;

(4) Block 8 shall be checked "F.o.b. Other." The contractor must agree to prepay transportation or postage expenses to the final destination or the point of first receipt by the Government, whichever is applicable. If unit prices do not include these transportation charges, the order shall be labeled as required under F.o.b. Origin, Freight Prepaid terms;

(5) Block 10 shall include the date by which the shipment must be delivered to the post office, common carrier or the point of first receipt by the Government;

(6) Block 13 shall notify contractor to mail invoice to payment office indicated in Block 15;

(7) Block 14 shall include the destination address unless the contractor is to deliver to a location stipulated as the point of first receipt by the Government. In this case, Block 14 shall state "See Schedule;" and the schedule shall include the name and address of the first point of consignment as the "ship to" location and the name and address of the final consignee as the "mark for" destination;

(8) Block 15 shall include the complete mailing address and phone number of the payment office;

(9) Block 17 shall include the words "FAST PAY" in bold letters;

(10) FAR clause 52.213-1, Fast Payment Procedures and FAR Clause 52.232-25, Prompt Payment, shall be incorporated by reference in each purchase order. (In the case of delivery orders or BPA's, the clause must have been incorporated in the basic contract or agreement.)

(11) The final consignee's copy of the ordering document shall contain, or have attached to it, instructions and deadlines for notifying the purchasing office (listed in Block 6 on the DD Form 1155) if supplies are not received, damaged in transit, or not conforming to specifications in the order.

c. Receipt and Acceptance. The purchasing activity will establish a system to ensure regular follow-up with final consignees to ensure the receipt and conformance information is obtained within required time constraints. The final consignee shall be required to provide the purchasing office with a "Report of Receipt, Nonreceipt, or Nonconformance" card, or other document which includes similar information. The report is due within 10 days after receipt stating the material conforms or does not conform to requirements of the order. The final consignee is also required to notify the contracting officer of non-receipt of material within 30 days of receipt date noted in order. A sample card is included at the end of this chapter. This card is not required for receipt acknowledgment when the purchase request is in the MILSTRIP system or if the purchasing activity has established alternate procedures to ascertain receipt of supplies purchased under Fast Pay.

5. Use of the Governmentwide Commercial Purchase Card (GCPC) as a Payment Method. The GCPC may be used as a payment method when authorized by the contracting officer. The following payment procedures supplement the procedures for use of the Governmentwide Commercial Purchase Card Program discussed in chapter 6A.

a. Conditions. The contracting officer may authorize payment for awards issued via FACNET, BPAs, Purchase Orders, or Delivery orders against IDTCs or IDTPOs, if authorized in the order, contract or agreement and subject to the following conditions:

(1) Payment by GCPC may only be made by contracting officers utilizing his/her own purchase card supporting a single line of accounting. This procedure is not appropriate for activities supporting multiple customers or appropriations.

(2) Payments may not be made for more than \$100,000 (\$50,000 with no FACNET certification) against firm fixed price orders issued using simplified acquisition procedures (i.e., purchase orders, BPA calls, or IDTPO's). Due to the special invoicing, review and certification required, payment by GCPC is not authorized with unpriced purchase orders.

(3) Payments may not exceed \$100,000 for firm fixed price orders against FSS contracts, indefinite delivery type contracts, or with government sources of supply (e.g., Federal Prison Industries).

(4) Delegation of Authority letters/warrants for contracting officers/cardholders authorized to make payments shall reflect the authorized use of this procedure and the appropriate dollar limitations.

(4) Single purchase limits and billing cycle purchase limits should be established to reflect this method.

b. Contracting Officer Responsibilities

(1) The purchase order, basic contract, or agreement must contain authorization for payment by GCPC.

(2) The contracting officer placing the purchase order, delivery order, or BPA call must verbally provide the contractor his/her card number.

(3) The contracting officer shall notify the contractor to:

(a) Process charges for the order as a VISA charge rather than billing against the applicable order number; and

(b) Ensure that shipping documents contain the applicable purchase order number, contract and delivery order number, or BPA and call number.

(4) The purchase card account number shall not be included on any shipping document, etc provided by the contractor or maintained by the contracting officer.

c. Document Preparation

(1) If the order to be paid by GCPC is issued on a DD Form 1155, Blocks 13 and 15 should be marked "See Block 19" or "See Schedule", and Block 19 shall include a statement that payment is to be made via the Governmentwide Commercial Purchase Card.

(2) Orders issued via FACNET or purchase order which authorize payment by GCPC shall not contain any of the following clauses:

- (a) FAR 52.213-1 Fast Payment Procedures
- (b) FAR 52.213-2 Invoices
- (c) FAR 52.232-1 Payments
- (d) FAR 52.232-3 Payments under Personal
Services Contracts
- (e) FAR 52.232-8 Discounts for Prompt Payment
- (f) FAR 52.232-18 Availability of Funds
- (g) FAR 52.232-19 Availability of Funds for the
Next Fiscal Year
- (h) FAR 52.232-23 Assignment of Claims
- (i) FAR 52.232-25 Prompt Payment
- (j) FAR 52.232-28 Electronic Funds Transfer
Payment Methods

d. Document Distribution. Distribution of the DD Form 1155 shall be in accordance with normal distribution procedures, except that initial distribution shall not include a copy to the paying office.

REPORT OF RECEIPT, NONRECEIPT OR NONCONFORMANCE CARD

REPORT OF RECEIPT, NONRECEIPT, OR NONCONFORMANCE	
<u>INSTRUCTION FOR USE</u>	
IMPORTANT: Complete and return this card to: <u>Naval Supply Center Code 200</u>	
(1) Within 10 days after receipt of material, or (2) If material not received within 30 days after delivery date specified in the order, or (3) If nonconforming material was received	
Purchase Order No. _____	Reqn. No. _____
Activity _____	
<input type="checkbox"/> Partial Delivery <input type="checkbox"/> Final Delivery	
The supplies listed in the above purchase order were (check one):	
<input type="checkbox"/> Received on _____ and conformed to the requirements of the order Date	
<input type="checkbox"/> Not received	
<input type="checkbox"/> Received but rejected - SF 364 Report of Discrepancy attached	
Receiving Activity _____	Date _____
Signature official authorized to accept supplies _____	Title _____ Phone _____

NAVY DEPARTMENT OFFICIAL BUSINESS	POSTAGE AND FEES PAID NAVY DEPARTMENT DOD-316
Commanding Officer Naval Supply Center City, State, Zip Code	

**SAMPLE
NAVY SHORE ACTIVITY
INTERNAL OPERATING PROCEDURES
FOR USE OF THE
GOVERNMENTWIDE COMMERCIAL PURCHASE CARD PROGRAM**

GENERAL

The General Services Administration, Federal Supply Service (FSS) awarded a contract for Governmentwide Commercial Credit Card Services to Rocky Mountain BankCard System, Inc. (RMBCS). The contract provides, at the request of Federal ordering agencies, Governmentwide commercial purchase cards and associated services for civilian and military Government employees to make purchases for official Government use. These internal operating procedures provide guidance on the appropriate use of the program by *[insert agency name here]* personnel.

The policy of the *[insert agency name here]* is to use the Governmentwide Commercial Purchase Card for purchases not exceeding *[insert dollar amount here]* (amount cannot exceed the delegated contracting authority). The *[insert APC/office name here]* shall manage the Governmentwide Commercial Purchase Card Program in all operating units to ensure that all transactions comply the GSA contract guide, NAVSUPINST 4200.85 series, this instruction, and any other applicable internal regulations.

USE OF THE I.M.P.A.C.

(This paragraph should be tailored to the activities circumstances.) The I.M.P.A.C. may be used to purchase supplies, and services when authorized, in accordance with Part 13 of the FAR, DFARS, NAPS, GSA Contract Guide, NAVSUPINST 4200.85 series, HCA instructions, and local operating procedures. The card may also be used to order directly from Government required sources (i.e., GSA stock, FPI, etc). Without exception, the I.M.P.A.C. may only be used for authorized U.S. Government purchases.

CURRENT PURCHASE CARD CONTRACTOR

I.M.P.A.C. An acronym that stands for "International Merchant Purchase Authorization Card." These initials will also appear on forms and cards provided by Rocky Mountain BankCard System,

Inc. (RMBCS). RMBCS is the contractor who will maintain all International Merchant Purchase Authorization Card (I.M.P.A.C.) accounts, issue cards to cardholders, send monthly statements to cardholders and Approving Officials and provide various reports to Agency Program Coordinators.

SETTING UP THE I.M.P.A.C. ACCOUNT

RMBCS will provide the Agency Program Coordinator (APC) with all the necessary cardholder and Approving Official Account Set-Up forms. The APC shall distribute the forms to *[insert appropriate office(s)]* for completion. That office will return the completed forms to the APC for processing. [Electronic account set-up is available under the contract and agencies should develop a procedure for this process]. The APC shall submit the completed forms to RMBCS for processing. The card will be mailed to the cardholder within 5 working days after the application is received by RMBCS [2 working days if sent electronically]. Upon receipt of the card, the cardholder must call a 1-800 telephone number at RMBCS to activate the card. The cardholder must know his/her single purchase limit and monthly limit to activate the card.

AGENCY/ORGANIZATIONAL PROGRAM COORDINATOR

The agency/organizational program coordinator serves as the liaison between *[insert agency name]*, RMBCS, and the GSA Contracting Officer. He/she oversees the I.M.P.A.C. program and establishes guidelines. Changes to dollar limitations or authorized merchant codes must be submitted to RMBCS by the APC. This person also serves as the focal point for coordination of the applications, issuance and destruction of cards, establishment of reports, and administrative training.

The Agency Program Coordinator contact is:

[Insert name, telephone number, address and office symbol of individual(s).]

DESIGNATED BILLING OFFICE CONTACT

The appropriate *[insert agency name]* Designated Billing Office will receive the official invoice from RMBCS and will be responsible for payment of the official invoice.

The Designated Billing Office contact is:

[Insert name, telephone number, address, and office symbol of individual(s).]

DISPUTES OFFICE CONTACT

This individual shall coordinate, process and monitor all disputed purchases, credits or billing errors.

The Dispute Office contact is:

[Insert name, telephone number, address, and office symbol of individual(s).]

APPROVING OFFICIAL

The Approving Official is responsible for reviewing the cardholder's monthly statement of account to ensure purchases are made in accordance with the FAR and agency regulations. The Approving Official may also serve as liaison with the contacts identified below. The Approving Official shall enforce the provisions of these internal procedures and initiate administrative and disciplinary procedures for misuse of the card in accordance with these procedures. The approving official will normally be the cardholder's immediate supervisor.

CARDHOLDER

The cardholder is the individual to whom a card is issued. The card bears this individual's name and shall only be used by this individual to pay for authorized U.S. Government purchases. Prior to making purchases, the cardholder must receive a delegation of authority from *{Insert name/position of person authorized to delegate authority}*. This delegation will specify the single purchase limit, the billing cycle purchase limit and the transaction types authorized (Over-the-counter and/or by telephone).

TRAINING

Prior to issuance of a purchase card, all prospective Cardholders and cognizant Approving Officials must receive orientation on local operating procedures. The APC or *[insert agency office or individual]* shall provide information and basic instructions on how to use this card to cardholders and Approving Officials in accordance with agency policy. Refresher training is required at least every three years for Cardholders and others involved in the process to ensure compliance and understanding of contracting authority and local operating procedures.

In addition, the APC, prospective Cardholders, and Approving Officials must successfully complete at least one of the following:

(1) NAVSUP Commercial Purchase Card Course of Micro-Purchasers;

(2) A cognizant HCA approved purchase card course that contains the minimum requirements/curricula covered in the NAVSUP Commercial Purchase Card Course for Micro-Purchasers; or

(3) NAVSUP Simplified Acquisition Procedures Course.

All personnel involved in the program will also receive Procurement ethics training, as appropriate.

DOLLAR LIMITS ASSOCIATED WITH THE CARD

Use of the purchase card by cardholders at [insert activity name] is subject to a single purchase limit, a monthly cardholder limit, and a monthly office limit. The purpose of these dollar limits is as follows:

Single Purchase Limit. The single purchase limit is a limitation on the procurement authority delegated to the cardholder by the HA. This dollar limit cannot be exceeded unless a revised delegation of authority is issued by the HA raising the limit. Single purchase limits may be assigned to cardholders in \$50 increments.

Billing Cycle Purchase Limit. The billing cycle cardholder limit is a budgetary limit assigned to each cardholder. The total dollar value of purchases when using the card for any billing cycle shall not exceed the billing cycle purchase limit set for the cardholder. For individuals outside the procurement office (GS-1105/1102) the billing cycle purchase limit may be assigned in increments of \$100 up to \$100,000. (However, non-procurement officials are always restricted to \$20,000 in any 12-month period).

Billing Cycle Office Limit. The monthly office limit is a budgetary limit established by the [insert individual/office] for each Approving Official. The limit established by the [insert individual/office] shall not exceed the sum of the Approving Official's cardholders' monthly purchase limits and should reflect spending history as well as budgetary trends. Monthly office limits may be assigned in \$100 increments up to \$999,900.

VENDOR AUTHORIZATION

When issuing this card to an employee, authorization codes shall be established by the APC and shall be incorporated in the card. Under normal circumstances, merchants are required to obtain authorization from RMBCS for purchases over \$50.00. However, many merchants now use electronic authorization methods allowing them to obtain authorization for all purchases, regardless of amount. When authorization is sought for a purchase by the merchant, RMBCS' authorization system will check each individual cardholder's Single Purchase Limit, the Billing Cycle Purchase Limit, the Approving Official's Billing Cycle Office Limit, transaction method, and the type of merchant where the cardholder is making a purchase before authorization for that transaction will be granted.

CARD SECURITY

The unique I.M.P.A.C. Visa card that the cardholder receives has his/her name embossed on it and may be used only by that person. The card was specially designed showing the great seal of the U.S. and the words "United States of America" imprinted on it to avoid being mistaken for a personal credit card.

It is the cardholder's responsibility to safeguard the purchase card and account number at all times. The cardholder must not allow anyone to use his/her card or account number. A violation of this trust shall require that the card be withdrawn from the cardholder with the possibility of subsequent disciplinary action.

STANDARDS OF CONDUCT

Employees of [insert agency name here] hold a public trust; their conduct must meet the highest ethical standards. All agency employees shall use this card only to purchase supplies within the guidance of this program. Cardholders and approving officials acknowledge that making false statements on purchase card records may provide support for removing the employee from Federal service. The Government may punish wrong doers by fine, imprisonment, or both, as stated in Section 1001, Title 18 United States Code. Unauthorized use shall have the meaning as set forth in footnote 22, Section 226.12, Title 12 Code of Federal Regulations.

"Unauthorized use" means the use of a purchase card by any person other than the cardholder whose name appears on the

purchase card. "Unauthorized use" also means use of a purchase card by a contracting officer who exceeds his/her delegation of authority.

PROCUREMENT INTEGRITY

Contracting officers whose delegation of authority does not exceed \$2,500 and who are authorized to conduct acquisitions totaling more than \$20,000 in any 12-month period are procurement officials, as defined under Section 27 of the Office of Federal Procurement Policy Act, as amended, and must receive procurement ethics training and execute the procurement integrity certification required by FAR 3.104-12. As Procurement Officials, the cardholders and approving officials are subject to administrative actions or remedies as well as civil and criminal penalties for violations of the Procurement Integrity Act.

UNAUTHORIZED USE OF A CARD

[insert agency name] shall not be liable for any unauthorized use of the I.M.P.A.C.

A cardholder who makes unauthorized purchases or carelessly uses the card may be liable to [insert agency name] for the total dollar amount of unauthorized purchases made in connection with the misuse or negligence. Also, the cardholder may be subject to disciplinary action for unauthorized or careless use in accordance with the [cite agency directive].

[Insert agency name] shall be liable for use of the I.M.P.A.C. by authorized users (cardholders).

RESTRICTIONS ON THE USE OF THE PURCHASE CARD

The card may not be used for the following:

- Cash advances (not permitted under any circumstances)
- Rental or lease of land or buildings
- Telecommunications (telephone) services

(Activity shall list those items that are specific to their activity in addition to the items listed in the current version of NAVSUPINST 4200.85)

MICRO-PURCHASE PROCEDURES WHEN USING THE CARD

1. Prior to soliciting a quotation, the Cardholder must have an adequately prepared and properly approved purchase request for commercially available supplies that has been screened for the use of required sources of supplies.
2. The purchase card shall only be used to purchase supplies if requirements cannot be satisfied through required sources listed in FAR Part 8 (i.e., NIB/NISH and FPI). Supplies, furniture, and equipment available from GSA/DLA stock programs must be ordered through the system unless the items meet the test of quality, timeliness, and cost specified in DFARS 208.7003-1. [insert name/office here] is responsible for screening for required government sources.
3. The Cardholder must have sufficient funds committed by the comptroller (or by the funds administrator/manager authorized in local operating procedures) to pay for the purchase.
4. The Cardholder will solicit a quotation and document the merchant's quote on the requisition or worksheet.
5. If the merchant's price is fair and reasonable, the Cardholder may proceed to purchase the supplies. This may be accomplished:
 - a. Over-the-Counter when the cardholder goes to the merchant's place of business to make the purchase and the supplies are immediately available; or
 - b. Over-the-Phone where orders are placed by phone and the contractor delivers the supplies to the activity or government pick-up is authorized. The Cardholder must confirm as part of the award process that the merchant agrees:
 - (1) Not to charge the purchase card account until all items are shipped.
 - (2) Not to back order items or deliver partial quantities.
 - (3) To deliver, or have available for pick-up, all item(s) no later than 30 days from the date of the order.
 - (4) To include the following information on the shipping document or packing list:
 - (a) Merchants name and address;

(b) Annotation to forward document to the Cardholder by name and code (but no account number should appear on shipping document);

(c) Date of order;

(d) Requisition number/job order number;

(e) Date of delivery or shipment; and

(f) Itemized list of supplies furnished, including quantity.

6. Whether the purchase is made Over-the-Counter or over-the-phone, the following applies:

a. The cardholder shall not buy supplies when he/she is the requisitioner; unless the goods are delivered, inspected and accepted by other activity personnel or the purchase is specifically approved by the Approving Official.

b. Merchant's should be reminded not to charge sales tax, unless the location of the merchant's business is in a state that does not afford the Federal Government a tax exempt status under its state and local laws (e.g., Arizona, Hawaii).

c. Certify that the quantity and quality of the items furnished are in accordance with the agreement (verbal or written) with the vendor.

d. Ensure that the fee paid by merchants is not added to the price of items purchased by cardholders.

7. A log shall be used to document or record telephone purchase card transactions. The documentation should be held until the monthly billing statement is received and then attached to the statement when it is submitted to the approving official.

DOCUMENTATION, RECONCILIATION, AND PAYMENT PROCEDURES

Any time a transaction is made using the card, whether it is done over-the-counter or by telephone, a document shall be retained as proof of purchase. These documents shall later be used to verify the transactions shown on the cardholder monthly statement.

1. When a transaction is made over-the-counter, the cardholder shall obtain the customer copy of the charge slip, which shall become the accountable document (make sure all carbons are destroyed).
2. When making transactions by phone, the cardholder shall document the transaction on a log and attach any shipping documents associated with the transaction.

INVOICING PROCEDURES

RMBCS will provide and distribute three monthly documents within 5 working days after the end of the 30-day billing cycle.

1. Cardholder Statement of Account - all purchases, credits, and other transaction data that the cardholder has made in the monthly billing cycle.
2. Approving Official Account Summary - a record of all cardholder activity for which he/she has approving authority and a summary sheet for the current cycle.
3. Finance Office Official Invoice - The official invoice provides summary data for each cardholder and approving official.

RECONCILIATION

(Reconciliation procedures will vary by activity requirements and accounting processes, however should address the following.)

CARDHOLDER. At the end of each monthly billing cycle, the cardholder shall reconcile the information on his/her statement by filling in the appropriate accounting classification in the accounting code block, if different from the master accounting line, and a description for each transaction. The cardholder must then sign the statement, attach all supporting documentation [*insert specific agency procedures here*] and forward to the approving official or designated alternate. The cardholder shall check each transaction on the statement to verify the accuracy. If an item has been returned and the credit voucher received, the cardholder shall verify that the credit is reflected on the statement. If transactions and credits are not on the next monthly statement, the transaction documentation shall be retained by the cardholder until the transaction or credit appears on the statement. If the transaction or credit does not appear on the next monthly statement, the cardholder or

approving official shall notify *[insert name of official here]* to resolve and reconcile the statement. The cardholder must sign the monthly statement and forward it to the approving official within *[]* working days of receipt *[insert agency procedures here]*. If the cardholder cannot review the statement at the time that it is received, the approving official is responsible for reviewing and certifying the cardholder's statement. The approving official shall meet with the cardholder upon his/her return to go over the cardholder's statement.

MISSING DOCUMENTATION. If for some reason the cardholder does not have documentation of the transaction to send with the statement, he/she must attach an explanation that includes a description of the item, date of transaction, merchant's name, and why there is no supporting documentation.

APPROVING OFFICIAL. The approving official is responsible for reviewing and signing the cardholder's monthly statement of account and forwarding the cardholders' statements of account to the designated billing office *(insert specific agency procedures here)* within *[insert # days here]* days after the end of the billing cycle.

BILLING ERRORS AND DISPUTES

STATEMENT OF QUESTIONED ITEMS. If a cardholder receives a statement that lists a transaction for merchandise that has not been received, or a transaction which includes an unauthorized charge, the cardholder (or the approving official) must notify the Dispute Office contact and complete the Cardholder Statement of Questioned Item form. RMBCS will credit the transaction until the dispute is resolved. In addition, a copy of the form must be attached to the cardholder's monthly statement and sent to the appropriate Designated Billing Office.

DEFECTIVE ITEMS. If items purchased with the card are found to be defective, the cardholder has the responsibility to obtain a replacement or correction of the item as soon as possible. If the merchant refuses to replace or correct the faulty item, then the purchase of the item will be considered in dispute. Items in dispute are handled in the same manner as billing errors.

CONTACT WITH RMBCS

RMBCS shall be contacted by cardholders only to report a LOST OR STOLEN card. All other questions shall be directed to the contacts listed in these procedures.

LOST OR STOLEN CARDS

Telephone Notification. If the card is lost or stolen, it is important that the cardholder must immediately notify Rocky Mountain BankCard Systems, Inc. at one of the following phone numbers. These phones are manned 24 hours per day:

Inside of CONUS call: 1-(800)227-6736

Outside of CONUS call collect: (303)585-5200

Written Notification. The cardholder must also notify his/her approving official of the lost or stolen card within one (1) work day after discovering the card missing. The approving official shall submit a written report to the APC within [insert agency procedure here] workdays. The report shall include:

- the card number;
- the cardholder's complete name;
- the date and location of the loss;
- if stolen, date reported to police;
- date and time RMBCS was notified;
- any purchase(s) made on the day the card was lost/stolen; and
- any other pertinent information.

Card Replacement. RMBCS will mail a replacement card within 1 business day (or 2 business days if outside CONUS) of the reported loss. A card that is subsequently found by the cardholder after being reported lost or stolen shall be cut in half and given to his/her approving official or the APC. The APC shall notify RMBCS that the card has been destroyed.

SEPARATION OF CARDHOLDER

Upon separation of a cardholder, the cardholder must surrender the card to his/her approving official or APC. The APC shall notify RMBCS to cancel the account.

TRANSFER OF CARDHOLDER TO ANOTHER APPROVING OFFICIAL

[Insert activity specific guidance similar to the following.]
If a cardholder is transferred to another office with the same bureau or sub-unit, the cardholder's account may simply be transferred to the approving official at the end of the current billing cycle. However, the APC, approving official, and cardholder shall ensure that all transactions are completed and that there are no unresolved disputes before transferring the account. If a cardholder moves to a different approving official outside the bureau or sub-unit, the cardholder account shall be cancelled. The new approving official shall determine if the employee will be a cardholder within his/her office and if so, a new account shall be established.